

POLICY NO 40: CODE OF CONDUCT

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Sunbury and Cobaw Community Health is the approved provider of Our Village Family Childcare and ensures the residents of the catchment area have high quality, culturally sensitive, efficient, and effective community-based services in a timely manner. Our Village Family Childcare is committed to:

- Providing an open, inclusive, and welcoming environment ensuring a zero tolerance of discrimination
- Always respecting the rights of children
- Always protecting the safety and wellbeing of the children
- Ensure a child safe organisation with a zero tolerance of child abuse.
- Ensure the safety and wellbeing of the Educators, staff, students, and volunteers.

CRITICAL INFORMATION:

- Be truthful, fair, and consistent in our dealing with the public, families, other Educators, and staff.
- Be positive and enthusiastic in how we work together and aim to offer continuous improvement.
- Model appropriate behaviours
- Respect confidentiality at all times
- Acknowledge and support differences that Educators and staff bring to the program.
- Be innovative by being creative and prepared to change our work in response to evidence and shared decisions.
- Ensure safe and healthy (physical and physiological) working conditions for ourselves and others.

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PURPOSE:

Our Village Family Childcare and Sunbury and Cobaw Community Health’s mission is to build the social fabric of our communities through programs that help people support themselves and each other. The purpose of this Code of Conduct is to ensure Educators, Staff, Volunteers and Students have:

- Clear guidelines for any breach of the Code of Conduct
- Provide a Code of Conduct to always adhere to when caring for and educating children.

OUTCOME:

To provide the standards of behavior that is expected when working as an Educator or as an employee of the Sunbury Cobaw Community Health (SCCH) and that these standards reflect the values of the organisation through their own behavior in their work and associated activities.

SCOPE/RESPONSIBILITIES:

This document is applicable to all Educators and Coordination Unit Staff of Our Village Family Childcare Service.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

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PROCEDURES:

Our Village Family Childcare’s Code of Conduct enables us to:

- Create standards of behaviour to be followed and identifies how individuals are expected to conduct themselves towards:
 - Children in care
 - Other Educators
 - Families
 - Visitors
 - Other individuals and organisations within the community.
- Endeavors to safeguard:
 - Children, Educators, students, and volunteers, reducing opportunities for discrimination, bullying or harm to occur.
- Is applicable to all Educators, staff, volunteers, and students of Our Village Family Childcare.
- Is part of the induction process for all new Educators, Students, staff, and volunteers.

As part of the Engagement and Registration of All Educators, the Coordination Unit Staff Policy and Procedure and the Staff Participation of Volunteers and Students Policy and Procedure all Educators, Staff, Students and Volunteers will adhere to the code of conduct wherever they care caring and educating children as well as representing Our Village Family Childcare in the community. This will be done by:

- Reading and understanding the Code of Conduct Prior to Caring for or Educating Children.
- **Sign**ing the Code of Conduct Acknowledgement
- Being truthful, fair, and consistent in our dealing with the community, families, other Educators, and staff.
- Being positive and enthusiastic in how we work together and aim to offer continuous improvement.
- Modelling appropriate behaviours
- Respecting confidentiality always
- Acknowledging and support differences that Educators and staff bring to the program.
- Being innovative by being creative and prepared to change our work in response to evidence and shared decisions.
- Ensuring child safe organisation by creating safe and healthy (physical and physiological) working conditions for ourselves and others.
- Providing a responsive, effective, and efficient service to the community.
- Maintaining appropriate confidentiality in all interactions between Educators, Coordination Unit Staff, families, and children.
- Using all resources in a proper manner including:
 - Not making improper use of inside information or
 - Using their duties, status, and power of authority to gain or seek to gain a benefit or advantage for them or any other person.
- Complying with all regulations, policies, procedures, and legislative requirements.
- Disclosing and taking reasonable steps to avoid any conflict of interest (real or apparent) in connections with their position.
- Complying with the terms and conditions of their position descriptions for staff and the Educator Agreement for Educators
- Observing safe work practices so as not to endanger themselves or others.

Reporting Breaches of the Code of Conduct

- Educators, Staff, Students and Volunteers must:
 - Intervene if any child is at risk of harm or abuse where they have been a witness to another Educator, Student, Volunteer, or staff member in breach of the Code of Conduct.
 - Any serious crime committed by someone else must be reported to a member of the Condition Unit, Our Village Family Day Care Manager, Head of Services (SCCH Child Safety Officer) or Chief of Operations.
 - Any possibility of risk of harm to children or a young person as mandatory reporters must be reported to a member of the Coordination Unit, Our Village Family Day Care Manager, Head of Services (SCCH Child Safety Officer) or Chief of Operations.

- Any Breach of the Code of Conduct needs to be reported to a member of the Coordination Unit, Our Village Family Childcare Manager, Head of Services (SCCH Child Safety Officer), or Chief of operations.
- When managing a breach relating to suspected abuse it will be done so alongside the *Child Safety and Wellbeing Policy and Procedure*. The Coordination Unit and Head of Service (Child Safety Officer) will support an Educator to make a report to the relevant authorities.

Reporting Minor Breaches of the Code of Conduct

Any minor breaches will be:

- Assessed by the Coordinator and reported directly to OVFC Manager
- Documented in the individual file of the Educator, staff, student, or volunteer.
- The coordination unit must ensure:
 - The individual has been supported and strategies have been discussed and put into place to avoid further breaches of the Code of Conduct. For example:
 - Additional training options for the individual have been investigated.
 - Follow up meetings with the individual have been scheduled and completed about the original breach to discuss strategies that have been put into place as well as any other additional support that may be required.
 - It has been discussed and the individual understands the importance and the consequences of any further breach of the Code of Conduct

Serious Breaches of the Code of Conduct

Any serious breaches of the Code of Conduct will be assessed by the Coordination Unit in conjunction with the *Educator Agreement Termination or Suspension Policy and Procedure*.

The practices underpinned by these values are detailed in, but not limited to, the following documents:

- Educator Agreement
- Staff Position Descriptions
- Educator Position Description
- Service Policies and Procedures
- Dealing with Complaints Policy
- Child Protection Protocol
- Reportable Conduct Scheme
- Child Safe Standards
- Orientation Training for new Educators
- Educator and Staff Ongoing Professional Development
- Education and Care Services National Quality Standards, (updated version July 1, 2023)
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct
- The Code of Ethics as developed by the Australian Early Childhood Association (see Appendices)

APPENDICES:

- Early Childhood Australia – Code of Conduct 2016
- SCCH Code of Conduct Policy and Procedure

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\), Part 2.2 Service approvals, Regulation 29, Regulation 168](#)
- [Early Childhood Australia Code of Ethics](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Interactions with Children & Guiding Children’s Behaviour – 19
- Equipment and Resources – 15
- Governance and Management of FDC Service Including Confidentiality and Retention of Records - 8
- Dealing with Complaints, Grievances and Feedback - 18
- Aboriginal Perspectives – 54
- Occupational Health and Safety - 28
- Pandemic – 53
- Staffing Arrangements – 37
- Priority of Access - 33
- Social media - 42
- Staffing - Determining the Responsible Persons Present – 49
- Children’s Learning, Development and Active Play – 43
- Educator Agreement Termination or Suspension - 39
- Child Safe Environment & Child Protection – 7
- Animals and Domestic Pets – 30
- Inclusion - 23
- Parental Access to Children - 29
- Child Safety and Wellbeing – 55
- Health and Safety – Administration of First Aid – 48
- Monitoring, Support and Supervision of Family Day Care Educators – 21
- (SCH Legacy) Child Abuse Protection & Reporting Work Instruction
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct Policy and Procedure
- Monitoring, Support and Supervision of Family Day Care Educators Work Instruction
- Our Village Family Childcare Playgroups Work Instruction

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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