



Code of conduct/Staff Professionalism Policy

The quality of care for children, good relationships among staff, the confidence of parents and the reputation of the Port Lincoln Children's Centre all depend on the professional attitude and behaviour of the Staff and Management of the Centre. It is important that the attitude and behaviour of staff and management reflect the Centre's Philosophy, the Early Childhood Association's Code of Ethics and the Code of Ethics for S.A. Public Sector.

This policy applies to permanent, casual, and temporary staff, students and volunteers working at the Centre and provides clear guidelines about the standards required as a condition of employment.

Practices

Code of conduct, duty of care and expectations will be discussed at the induction of all new staff and professional behaviour is reviewed as part of the ongoing employment of all staff members

- ◆ Staff will support the policies and procedures of the Centre. They will be given the opportunity to be involved in the development and review of policies and procedures.
- ◆ Where staff believe any of the policies and procedure require updating or alteration, they should raise the issue at a staff meeting for discussion. Meanwhile staff will follow the existing policy.
- ◆ It is particularly important that staff know and follow the Child Protection Policy.
- ◆ Staff must effectively and appropriately attain the professional standards as outlined in specific job descriptions. If staff have trouble performing these duties to the required standard they should seek assistance from the either Team Leader, Assistant Director or Director
- ◆ Staff are expected to comply with their legal and industrial award obligations.
- ◆ Staff are required to attend staff meetings
- ◆ Staff will assist good working relationships and effective teamwork showing; respect, courtesy, honesty, professional support and encouragement to fellow staff members.
- ◆ Staff will follow the Centre's grievance procedure if conflict arises.
- ◆ Staff are expected to maintain and improve their skills through participation in staff training and developmental opportunities provided by the Centre.
- ◆ Staff will be expected to follow all confidentiality practices as stated in the Centre's Confidentiality Policy.
- ◆ Staff are expected to start duties and return from breaks on time.
- ◆ Staff are expected to follow the Centre's Dress Code policy
- ◆ Staff must not attend work under the influence of drugs or alcohol.
- ◆ Staff should not attend work when they are unfit to do so due to injury or sickness and must inform the Centre as soon as possible.
- ◆ Staff will use only suitable language that is not offensive to other staff, parents and children.

- ◆ The Centre discourages smoking. (See Smoke Free Policy)
- ◆ Mobile phone use in work hours will be limited to emergency use, with the agreed permission of the Director. (See Mobile phone Policy)
- ◆ Staff must act in ways which do not endanger the health or safety of anyone and should encourage healthy and safe behaviour in the children by being a role model.
- ◆ Staff should treat parents and children with courtesy honesty and respect.
- ◆ Children arriving and leaving should be welcomed and farewelled in a professional and friendly manner.
- ◆ Professional discussion will take place between staff to ensure that accurate information is available to parents regarding their children's activities for the day.
- ◆ Staff will take time to speak to families and exchange information about their child/children
- ◆ Staff will endeavour to keep and send children home clean and tidy.
- ◆ The quality of the Centre and positive working environment are dependant on good staff member and parent relationships. Staff will follow appropriate communication practices.
- ◆ Staff will act as advocates for early childhood education and care within the Centre and community by having a professional attitude and demonstrating sound knowledge and skills.

National Quality Standards
 QA 4
 Standard 4.2 Educators , co-ordinators and staff are respectful and ethical

Sources:
 ECA Code of Conduct
 Code of Ethics for S.A. Public sector.

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Signed