



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

## QUALITY AREA 4: STAFFING ARRANGEMENTS

# CODE OF CONDUCT

Date Approved: 31/7/12

### Related Legislation

- Education and Care National Law Act 2010
- Education and Care National Regulations: 168 (2 (i) (i))
- NDIS Quality and Safeguards Commission – Code of Conduct 2018
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
- Children (Education and Care Services) Supplementary Provisions Act 2011

### Sources/Useful Resources

- Australian Children's Education and Care Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Early Childhood Australia – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Early Childhood Australia Code of Ethics 2016
- Australian Government Department of Employment – <https://www.employment.gov.au>
- Department of Education and Communities – [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)
- UN Convention on the Rights of the Child

### Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.1, 4.1.1, 4.1.2
- Link to National Quality Standard: 4.2.1

## Policy Statement

This policy relates to conduct within Jumbunna.

Jumbunna is committed to a code of professional conduct, upholding ethical principles and professional standards that guide decision-making and practice at the service.

This policy applies to all staff, Management Committee members (referred to as Jumbunna representatives throughout this document), students and volunteers at Jumbunna, who need to familiarise themselves with the content of this code and ensure that they have observed its provisions at all times. Any departure from any of the provisions of the code may be grounds for disciplinary action or dismissal.

Whilst engaged in Jumbunna's business, Jumbunna Representatives will give their whole time and attention to ensuring their work is carried out efficiently, economically and effectively, and that their standard of work reflect favourably on themselves and Jumbunna.

Jumbunna Representatives will observe the strictest practices of honesty and integrity, and avoid conduct which could suggest any departure from them. This may include a responsibility to bring to notice dishonesty on the part of some other representative.

This information is provided to Jumbunna Representatives, volunteers and students during induction and is in the relevant handbooks. Copies on the Early Childhood Australia's Code of Ethics and Early Childhood Intervention Code of Ethics are on display.

Jumbunna's Code of Conduct complements the above two codes and should be read in conjunction with this policy. These codes provide a basis for critical reflection, a guide for professional behaviour, and general assistance with the resolution of ethical dilemmas.

This Part 1 is to be followed in conjunction with Part 2 & 3 of the Code of Conduct.

## Goals – What are we going to do?

Our service uses this code as a basis for evaluating professional conduct, and as a reference tool for the thought processes that inform pedagogy, including actions and reactions towards professional conduct, relationships, views, influence and position within communities and society. Ethical conduct guides the behaviour and decisions within the service and is underpinned by respect for, and the valuing of children, families, educators and staff, and the extended service community.

## Strategies - How will it be done?

- We will be familiar with the legislation and statutory documents that apply to our role with children, families and other staff in the centre.
- We will be familiar with the ECA Code of Ethics and service philosophy. This will guide conduct and decision making within the centre.
- We will maintain professional boundaries and respectful attitudes when working with families and children.
- Ethical conduct and decision making will occur with reference to legislation and statutory documents and through a process of critical reflection. Decision making processes will be clear and the General Manager will be accountable for decisions and able to demonstrate how those decisions are made.
- The Approved Provider and Nominated Supervisor of the service ensure all staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
- Only discuss confidential information or issues of Jumbunna with appropriate people within Jumbunna but not with any person outside the organisation unless required by law. Jumbunna Representatives are not to discuss any issues nor information related to any persons connected to Jumbunna in a public domain, as this is breaching the Privacy Act and therefore breaking the law.
- Act positively on complaints and provide services to the best of their ability.
- Resolve conflicts with other Jumbunna Representatives using the policy and procedures developed within Jumbunna.
- Not to swear or use language which is derogative, demeaning or offensive to others.
- Not to use media of any kind to send or receive any items which could be derogative, demeaning or offensive to others.
- Not to solicit or accept gifts from any person which may compromise their integrity or position.
- Not to smoke, take illegal drugs or consume alcohol immediately prior to, or be under the influence of any of these, when on duty. Understand that drink-driving is a criminal offence and being found guilty of this may jeopardise your employment.
- Not to work with children in ways which may compromise their integrity or position, for example when mentoring, tutoring, or visiting Jumbunna Representatives homes.(See Part 2)
- Represent Jumbunna in a positive way on an individual and group basis, for example at staff parties and farewells.
- Must clarify whether speaking on behalf of Jumbunna or as a private individual and must not speak on behalf of Jumbunna unless authorised to do so.
- Not to become friends with family members on social media.

- Not to give families your personal contacts such as telephone number, or messaging through Facebook.

The Jumbunna community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of role responsibilities and obligations combined with collegial practice and collaborative decision making.

Personal views contrary to those stated in Jumbunna’s aims and relevant acts must not be practised/exercised during program service delivery.

## Early Childhood Australia’s (ECA) Code of Ethics (2016)

Early Childhood Australia’s Code of Ethics [2016] is integral to our service as it guides the ethical principles and professional standards of conduct towards children, families, colleagues, communities, students, employers, educators, and the conduct of research. Our service accepts professional ownership of ECA’s Code of Ethics [2016] and formally acknowledges that the ECA’s Code of Ethics [2016] provides us with:

- A basis for critical reflection about our ethical responsibilities;
- A guide for professional behaviour;
- Principles to inform individual and collective decision-making.

These standards of professional conduct are supported by, and should be read in conjunction with:

- National Quality Framework document suite as made available through the Australian Children’s Education and Care Quality Authority;
- Statement of Philosophy;
- Operational policies and procedures, which provide a framework for accountable and responsible professional practice

## Roles and Responsibilities

Role	Authority/Responsibility For
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• Ensure the service always operates in line with the Education and Care Services National Law and National Regulations 2011.</li> <li>• Ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.</li> <li>• Ensure all educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.</li> <li>• Ensure decision making processes are clear and transparent.</li> <li>• Ensure there is a copy of the ECA Code of Ethics displayed in a prominent place within the service for educators/staff and families to access.</li> <li>• Ensure that there are times when all educators can participate in staff meetings to discuss and reflect on the practices within the service in relation to continuing improvement.</li> </ul>

Role	Authority/Responsibility For
<p><b>Early Childhood Educators</b></p> <p><b>Responsible People</b></p>	<ul style="list-style-type: none"> <li>• Educators and staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the Centre.</li> <li>• Educators and staff will be familiar with the ECA Code of Ethics and service philosophy.</li> <li>• Maintain their knowledge of the broad legislation and conventions that apply to their role with children, families and their team.</li> <li>• Demonstrate an ongoing engagement with the principles outlined in The Early Years Learning Frameworks and the ethical requirements in the National Quality Standards.</li> <li>• Use staff meetings to critically reflect on practices in relation to continuing improvement.</li> <li>• Engage respectfully and collaboratively within the team.</li> <li>• Ensure a professional relationship is maintained with all educators while demonstrating integrity, honesty and mutual respect.</li> <li>• Recognise and value diversity and knowledge amongst team members.</li> </ul>
<p><b>Families</b></p>	<ul style="list-style-type: none"> <li>• Respect confidentiality at all times.</li> <li>• Give feedback in relation to educators' professional conduct to the Approved Provider as necessary.</li> <li>• Act in a professional manner whenever they are involved in the programs provided by the service.</li> <li>• Communicate to Responsible Person or staff any individual requests regarding staff/educators' code of conduct.</li> </ul>

## Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.