

## 1 PURPOSE

- 1.1 It is a requirement of the Education and Care Services National Regulations that the Organisation has in place a policy relating to the staff professional conduct.
- 1.2 The purpose of this CS 1.2 Code of Professional Conduct is to promote professionalism, confidentiality and ethical behaviour, and to inform children, families, and the community of the standard of professional conduct they can expect from all the Organisation's staff.

## 2 SCOPE

- 2.1 This policy applies to all staff members of the Organisation including permanent educators, managers, educational leaders/assistant managers, any casual employees, students and volunteers.

## 3 GLOSSARY

- 3.1 Terms not defined in this document may be in the Organisation's glossary.

### Terms and definitions

**Organisation:** Belgravia Group and associated entities.

**Child Safe:** The *Education and Care Services National Law Act (2010)* and Regulations (2011) require Children's Services to have policies and procedures on the governance and management of the service. In accordance with the National Child Safe Organization Principles, the Organisation commits to ensuring Child Safety and well-being is embedded in organisational leadership, governance and culture.

**Coordinator/Manager:** For the purpose of this policy this title refers to the person in charge of the Children's Service daily. This role may sometimes be referred to as Coordinator, Manager, Director, Team Leader, according to the individual service.

**ECA:** Early Childhood Australia

**National Regulations (2011):** where there is reference to the *National Regulations (2011)* this applies to the Australian Education and Care Services *National Regulations (2011)*, or the country, state/territory equivalent. Where regulations are not applied, services will follow the Australian Education and Care Services National Regulations as best practice.

**National Law:** where there is reference to the National Law this applies to the *Australian Education and Care Services National Law (2010)*, or the country, state/territory equivalent. Where legislation is not applied, services will follow the *Australian Education and Care Services National Law (2010)* as best practice.

**Please refer to Section 7 for region specific legislation and regulations (WA and NZ).**

## 4 POLICY STATEMENT

- 4.1 The Organisation is committed to:
  - Enacting the Code of Professional Conduct which ensures staff and volunteers have a sound knowledge of children's rights, and the related accountabilities.
  - Upholding ethical principles including those covered in the ECA Code of Ethics and the National Child Safe Principles.
  - Promoting professional standards that guide decision making, relationships and practice.

## 5 PROCEDURE

### Commencing employment

5.1 On commencing employment with the Organisation, all staff:

- are provided with a copy of CS 1.02 Code of Professional Conduct Policy (“this policy”), CSF 1.03 ECA Code of Ethics and HR 3.16 Child Protection Policy;
- have a clear understanding of their ethical responsibility in relation to the Code of Ethics and act if they are witness to any unethical practices occurring within the centre community;
- agree to follow the procedures of this policy and HR 3.16 Child Protection Policy; and
- have the opportunity to approach the Coordinator/Manager or Centre Manager with any questions they have regarding the Code of Professional Conduct.

### Management responsibilities

5.2 The responsibilities of the Coordinator/Manager, Responsible Person in Charge and/or the Centre Manager are to:

- implement this policy;
- abide and be familiar with relevant legislation, in particular the *National Law* and the *National Regulations (2011)*;
- abide by the CSF 1.03 ECA Code of Ethics, using them as a guide to reflect on professional behaviour;
- represent the Organisation in a positive manner;
- ensure a safe and discrimination-free working environment for Educators in accordance with relevant legislation;
- ensure all Educators, parents/guardians, casuals, agency staff, volunteers and students (and any other persons involved with the Organisation) adhere to clear guidelines regarding appropriate interaction and communication with one another, and with children at the service;
- implement the Organisation’s philosophy, policies, procedures and practices and taking an active interest in their development and review with Educators, management and families;
- respect the right to privacy, refraining from disclosure of confidential information of children, families, colleagues or the centre; and
- ensure all staff, casuals, agency staff, volunteers, students and visitors are informed of this policy upon arrival, employment or enrolment.

### Staff team responsibilities

5.3 The responsibilities of the Staff Team are to:

- respect the individual needs, cultural practices and beliefs of children, parents/guardians and families and colleagues in all interactions, both verbal and non-verbal;
- provide guidance to parents/guardians, casuals, agency staff, volunteers, students and visitors through positive role modelling and, where appropriate, clear and respectful directions and feedback;
- ensure practices and procedures are in place to ensure that parents/guardians, or other adults participating in the educational programs, are not placed in a situation where they are left alone with a child;
- abide by and be familiar with relevant legislation, in particular the *National Law* and the *National Regulations 2011*;
- understand and implement the philosophy, policies, procedures and practices of the Organisation and take an active interest in their development and review;
- abide by the CSF 1.03 ECA Code of Ethics, using them as a guide to reflect on professional behaviour;

- respect the right to privacy, refraining from disclosure of confidential information of children, families, colleagues or the centre;
- represent the Organisation in a positive manner; and
- abide by this policy.

## Compliance with the law

- 5.4 All staff members are required to ensure they comply with state and federal laws and regulations for their region. Copies of the laws and regulations are available to all staff.

## Drugs, alcohol and smoking

- 5.5 Smoking is not permitted on the premises. Staff that smoke before commencement of their shift or on their break must do so away from the premises and ensure they wash their hands as part of good hygiene practices before commencing or resuming their duties.
- 5.6 Staff must not be affected by alcohol or drugs whilst attending the workplace. Staff should not be affected by prescription medication that impairs their capacity to supervise or provide education and care to children.

## Cameras, photographs and videos

- 5.7 As part of the program planning process and information sharing with families, photographs of children engaging in activities may be taken to assist in documentation and to enrich the program. To ensure privacy, parents must sign the consent on their child's enrolment form to allow photos of their child to be taken.
- 5.8 Should the use of video be required to support planning or for any other purpose, permission will be sought from the families of the specific group of children this relates to.
- 5.9 Photos and videos are not to be taken on staff members' individual/personal phones or cameras. Staff personal phones or cameras are not permitted in children's rooms and should remain in staff lockers and always switched off. Personal phones can be accessed by staff during their break time only.

## Staff attire

- 5.10 All staff are expected to dress in a professional and appropriate manner to promote the professional image of the Organisation's staff and Educators.
- 5.11 When provided, uniforms are to be worn by all staff. Footwear should consist of closed toe shoes and any jewellery worn should not present safety hazards to either staff or children (i.e. dangling earrings, loose jewellery).
- 5.12 All staff should ensure that whilst outside they wear a sunhat (if not provided by the centre, Educators must supply their own SunSmart hat) in accordance with the Sun Protection Policy, and to assist in role modelling appropriate attire to children.

## Staff communication

- 5.13 All staff are expected to communicate and interact with their colleagues, students and families in a respectful, honest and courteous manner to promote positive relationships.
- 5.14 It is also required that all staff strive to ensure the workplace is free from any form of discrimination, unfairness and bullying.

## 6 RESPONSIBILITIES

## Compliance, monitoring and review

This policy / procedure:

- aligns with relevant legislation, government policy and/or Belgravia Group requirements/strategies/values
- is implemented and monitored (i.e. the policy is followed, reflects the changing policy environment, and emerging issues are identified), and
- is reviewed to evaluate its continuing effectiveness (e.g. achieving its purpose, remains relevant/current).

6.1 Any references in this document to positions and their authority (or delegated authority) to make decisions on specific matters must align with the Belgravia Group's Delegated Procurement Authority (DPA) Policy.

## Reporting

6.2 No additional reporting is required.

## Records management

6.3 Staff must maintain all records relevant to administering this policy in a recognised recordkeeping system.

## 7 RELATED LEGISLATION AND DOCUMENTS

### Australia

Australian Children's Education and Care Quality Authority (ACECQA) 2010 – Guide to the National Law and National Regulations ([www.acecqa.gov.au](http://www.acecqa.gov.au))

Education and Care Services National Regulations 2012 (Long Day Care – Centre based, Outside School Hours Care) ([https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_12946\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12946_homepage.html))

National Quality Framework – (<https://www.acecqa.gov.au/nqf/about>)

National Quality Standard – (<https://www.acecqa.gov.au/nqf/national-quality-standard>)

### Western Australia

Child Care Services (Child Care) Regulations 2006 (Occasional Care, Mobile Care)  
([https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1218\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1218_homepage.html))

Education and Care National Regulations –Australian State and Territory Law and Regulations  
(<https://www.acecqa.gov.au/nqf/national-law-regulations/national-law>)

## New Zealand

Ministry of Education (<http://www.education.govt.nz/>)

Ministry of Social Development (<https://www.msd.govt.nz>)

My ECE – A Guide to Centre Regulations and Minimum Standards (<https://www.myece.org.nz/centre-mininum-legal-requirements>)

New Zealand Regulatory Framework (<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/>)

CS 0.01 Child Safety Policy Framework – References and Definitions

CS 0.02 Child Safety Policy Framework – Index

CS 0.03 Child Safety Policy Framework – Glossary of Terms

CS 1.01 Child Safety and Wellbeing Policy

CS 2.06 Equal Opportunity and Anti-Discrimination

CS 2.08 Governance and Management of the Service

CS 3.05 Interactions with Children

CS 4.03 Recruitment Selection and Retention

CS 5.14 Sun Protection Policy

CSF 1.03 ECA Code of Professional Conduct

HR 3.14 Confidentiality Policy

HR 3.16 Child Protection Policy

## 8 FEEDBACK

- 8.1 Belgravia Group staff may provide feedback about this document by emailing [msmith@belgravialeisure.com.au](mailto:msmith@belgravialeisure.com.au).

## 9 APPROVAL AND REVIEW DETAILS

- 9.1 Approval and review details are available in the Policy Portal document properties.

## 10 APPENDIX 1 – CODE OF PROFESSIONAL CONDUCT

- The Organisation expects that all staff, which includes any person in paid or unpaid work on its behalf, will be aware of this Code of Professional Conduct and adhere to its principles in their approach with all children. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
- The Organisation's staff will treat everyone with respect and honesty, including staff, volunteers, students, children, young people and parents.
- The Organisation's staff will set clear boundaries regarding appropriate behaviour. It is important to be very aware of any physical contact with children and this should be avoided where possible. However, this may be difficult in cases where hands-on instruction is required (e.g. Learn to Swim). All staff are advised to be extremely conscious of physical contact, to avoid it wherever possible, using appropriate contact when required during coaching/instruction.
- The Organisation's employees will never do things of a personal nature that a child can do for themselves such as changing clothes.
- The Organisation's employees will always have another adult present or in sight when conducting one to one coaching, instruction etc.
- The Organisation's employees will always follow organizational policies and guidelines for the safety of children.
- The Organisation's employees will not develop any 'special' relationships with children, or take children alone in a car on journeys, however short.
- The Organisation's employees will always act as positive role models, and never make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- The Organisation's employees will never deter children from making a 'disclosure' of harm through fear of not being believed. If, after listening to a child this gives rise to a child protection concern, employees will follow the Organisation's procedure for reporting such concerns, and not to attempt to investigate the concern.
- The Organisation's employees will not allow personal preconceptions about people to prevent appropriate action taking place, remembering that those who abuse children can be of any age (even other children), gender, ethnic background or class.
- The Organisation's employees will identify and mitigate risks in online and physical environments
- The Organisation's employees and volunteers will not have unauthorised contact with children and young people online, on social media or by phone, and will not exchange personal contact details such as phone numbers, social networking details or email addresses with children.