

Maples Early Learning

Code of Conduct

This policy applies to all parents and authorised persons, educators, visitors, volunteers and students working within the centre. This policy applies to centres under the umbrella of Early Learning Group.

Our Code of Conduct aims to provide a framework for all employees to ensure an understanding of the standards of conduct and behaviour expected at all times. Our Service is committed to creating and maintaining an environment that promotes the safety of all children and embeds the National Principles for Child Safe Organisations. All staff and volunteers are responsible for promoting a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging.

The Approved Provider, nominated supervisor, educators, other staff members, volunteers, and students will maintain the following ethical conduct ideologies at all times, and demonstrate positive interactions within the Service and the local community by:

- committing to our Service philosophy and values, inclusive of best practice in early childhood education and building positive relationships with children, families, staff and the community
- adhering to our Child Safe Environment Policy and Child Protection Policy at all times and take all reasonable steps to protect children from abuse
- adhering to the reportable conduct scheme policy and communicate concerns with management immediately.

- will make a commitment to the safety of Aboriginal and Torres Strait islander children.
- Will make a commitment to providing a safe environment that fosters children who identify as part of the LGBTQIA community.
- upholding the rights of children and always promoting their needs
- promoting a commitment to a workplace that values and promotes the safety, health, and wellbeing of employees, volunteers, children and families
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait islander children
- promoting the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability or special right
- treating colleagues, children, and families with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or intimidation towards other employees, children, visitors, or families is unacceptable and will not be tolerated
- promoting honesty and integrity in all interactions with children, families, employees and managers
- making a commitment to an Equal Opportunity workplace and culture that values the knowledge, experience, and professionalism of all employees, team members, and managers, and the diverse heritage of our families and children
- listening and responding to the views and concerns of children particularly if they are telling you that they or another child has been abused or they are worried about their safety or the safety of another
- Celebrate the differences of all children and colleagues.



Maples Early Learning

Code of Conduct

The Approved Provider, nominated supervisor, educators, other staff members and volunteers will:

- ensure their work is carried out proficiently, harmoniously, and effectively
- act in a professional and respectful manner at all times whilst at work, giving their full attention to their responsibilities and adhering to all Service policies, procedures, Child Safe Standards, Education and Care Services National Law and National Regulations, and the National Quality Standard
- act honestly and exercise attentiveness in all Service operations
- carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the nominated supervisor, Approved Provider or the relevant authority
- uphold the rights of children and always prioritise their needs
- foster the principles of the UN convention of the rights of the child
- foster the principles of the ECA code of ethics
- treat all children and young people with respect
- promote the safety of children and take all reasonable steps to protect children from abuse
- provide adequate supervision of children at all times
- understand their legislative responsibility as mandatory reporters to report any allegation of child abuse, neglect or possible risk of harm to management
- understand their legislative responsibility to report any inappropriate action of any

other employee that involves children or young people to management as part of the Reportable Conduct Scheme

- participate in all compulsory training and actively look at strategies to build personal professional knowledge
- be courteous and responsive when dealing with colleagues, students, visitors, children and families
- work collaboratively with colleagues and recognise and value diversity
- participate in strategies to build and maintain a positive workplace culture
- be mindful of their duty of care towards themselves and others
- be positive role models for children at all times
- respect the confidential nature of information gained about each child enrolled in our Service
- engage in critical reflection to inform individual and collective decision making and ensure continual improvement.
- Actively engage in the educational program to promote a high quality learning environment
- adhere to the service interactions with children policy.
- adhere to the service education policy and promote a Reggio inspired learning environment
- regularly seek training and development to further enhance a safe environment for children

The Approved Provider and nominated supervisor will:

- promote a collaborative and interconnected workplace by developing a positive working environment where all employees can contribute to the ongoing continuous improvement of the Service
- promote leadership by working with employees and providing opportunities for professional development and growth
- provide flexible opportunities to ensure



Maples Early Learning

Code of Conduct

all employees can participate in staff meetings and professional development

- provide ongoing support and feedback to employees
- keep employees informed about essential information and any relevant changes and make all documents readily accessible to them
- actively seek opportunities to create a positive workplace culture
- ensure copies of the ECA Code of Ethics is available to staff and families
- model professional behaviour at all times whilst at the Service
- implement supportive and effective communication systems, consulting employees in appropriate decision making
- take appropriate action if a breach of the code of conduct occurs
- communicate transparently
- share skills and knowledge with employees
- give encouragement and constructive feedback to employees, respecting the value of different professional approaches.

The Approved Provider, nominated supervisor, educators, other staff members and volunteers will NOT:

- use abusive, derogatory, or offensive language
- engage in conduct that is detrimental to the professional standing of our Service, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates, or threatens other educators, staff members, volunteers, or visitors at the Service, either directly or indirectly via information technology such as email, text or social media. Additionally, they will not support

those who do this.

- condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming
- exaggerate or trivialise child abuse issues
- fail to report information to the approved provider or person with management and control if they know a child has been abused
- engage in unwarranted and inappropriate touching involving a child
- persistently criticise and/or denigrate a child
- verbally assault a child or create a climate of fear
- encourage a child to communicate with me in a private setting
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- discriminate against any child, because of culture, race, ethnicity or disability
- put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- drink alcohol or use illicit substances on the Service's premises, or come to the Service under their influence
- discuss alcohol or illicit substances around children
- smoke on the Service's premises including in the car park
- show preferential behaviour towards any child
- accept an offer of money, regardless of the amount
- seek or accept a bribe
- acquire personal profit or advantage because of their position (e.g. through the use of Service information)
- exchange any property of the Service for own use unless properly authorised



Maples Early Learning

Code of Conduct

- approach other employees, managers or visitors directly on individual matters that are irrelevant to them
- refrain from gossiping or taking part in here say
- engage in any action in breach of our Privacy and Confidentiality Policy, including but not limited to disclosure of confidential Service or customer information, or the improper or illegal use of that confidential information. Authorised persons will only access confidential information for the purpose intended.
- engage in or support any action in breach of Service policies and/or procedures
- ignore any disclosure from a child.
- isolate or ignore families in need

Families, visitors and children (not enrolled at the Service) will:

- treat all children at the Service equally and respectfully
- report any suspicious behaviour to the Nominated Supervisor or Approved Provider and encourage and actively support a safe and supportive Service environment
- respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background
- refrain from bullying, harassing or discriminating against any child or adult at the Service
- respect the decisions of educators and staff members and teach children (if adults) to do likewise.
- tell an educator (if a child) or the Approved Provider or Nominated Supervisor if witness to any instances of bullying, harassment or discrimination at the Service
- cooperate and follow classroom

routines and procedures

- listen to educators' instructions and follow them
- work in partnership with the service to support any behaviour concerns or challenges
- work in partnership with the service to support children with additional needs or special rights
- speak to an educator, Nominated Supervisor or Approved Provider if worried, concerned, or have a grievance about something.

Families, visitors and children (not enrolled at the Service) will NOT:

- use abusive, derogatory or offensive language
- use any type of physical violence or force towards any member of the service community
- drink alcohol or use illicit substances while on the Service's premises or come to the Service under their influence
- smoke on the Service's premises including in the car park
- remove a child from the premises without advising a staff member.
- threaten any employee in any capacity
- ignore requests for support and partnership when supporting children

