

# Moreland Early Years Management

## CODE OF CONDUCT POLICY AND PROCEDURE

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Mandatory – Quality Area 4 and Quality Area 7

### PURPOSE

Moreland Early Years Management and its early years services are committed to maintaining safe environments that reflect the safety and wellbeing of all children, early childhood teachers and educators and families of the service, and the prevention, identification and immediate response to all forms of abuse and neglect. Moreland Early Years Management early childhood teachers and educators have a duty of care to ensure every reasonable precaution is taken to protect children from harm, and any hazard while being educated and cared for by Moreland Early Years Management early years services.

This policy and procedure is to provide guidance to Moreland Early Years Management's early childhood teachers and educators, early years staff, contractors, volunteers, students on placement, parents and visitors attending the programs and activities of Moreland Early Years Management services about conduct, values, behaviours and work ethics. Moreland Early Years Management has a responsibility to provide a safe work place that is free from discrimination, bullying and harassment for all early childhood teachers and educators.

### POLICY STATEMENT

The Moreland Early Years Management early years services are committed to:

- The safety and wellbeing of each child, family, early childhood teacher and educator at all Moreland Early Years Management early years services.
- Providing a safe environment for all early childhood teachers, educators, staff, children and families at the service that is free from discrimination, bullying, and harassment (refer to Complaints/Grievances Policy and procedure (Early childhood teachers and educators)).
- Maintaining a duty of care (refer to definitions) towards all children at the service.
- Respecting the rights of each child, family and early years teacher and educator and valuing diversity.
- Providing an open, welcoming environment and workplace in which everyone's contribution is valued and respected.
- Communicating openly, honestly and respectfully.
- Implementing service excellence and leadership through delivering high quality educational program and service.

## BACKGROUND AND LEGISLATION

A code of conduct establishes a standard of behaviour to be followed by all Moreland Early Years Management Early years' teachers, educators, staff, students on placement and volunteers. The code defines how individuals should behave and conduct themselves towards each other, towards the children in their care, and towards other organisations and individuals in the community.

A Code of Conduct is informed by the Moreland Early Years Management's early years service's philosophy, values and behaviours; Code of Ethics, Education and Care National Regulations 2011 and Education and Care National Law; National Quality Standard.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic), as amended 2011
- Child Wellbeing and Safety Act 2005 (Vic), as amended 2011
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010: Sections 166, 167, 174
- Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Child Safe Standards
- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standards, Quality Area 2,4 and 7

## PROCEDURES

In general

All Moreland Early Years Management early years service early childhood teachers and educators will adhere to the following procedures:

- Read and be familiar with all Moreland Early Years Management policies and procedures.
- Apply and demonstrate the code of conduct when working and representing Moreland Early Years Management early years services at all times.

- Promote cultural safety, participation and empowerment of children with culturally and/or linguistic backgrounds.
- Promote cultural safety, participation and empowerment of Aboriginal or Torres Strait Islander children.
- Promote cultural safety, participation and empowerment of children with disability.
- Provide a safe workplace that is free from discrimination, bullying and harassment.

## Early childhood teachers and educators

All Moreland Early Years Management early years service early childhood teachers and educators will:

- Ensure practices, programs and service delivery are aligned with all Government policy directions, initiatives (NQS, approved frameworks), regulatory requirements and Moreland Early Years Management Policies and Procedures;
- Follow and maintain their role and responsibilities according to the following:
  - Position Description
  - The Victorian Teaching Profession Code of Conduct (applicable for ECT)
  - Early Childhood Australia Code of Ethics
  - The Child Safe Standards and Mandatory Reporting
- Be respectful and ethical in all practices, interactions and relationships.
- Maintain a safe workplace that is free from discrimination, bullying and harassment. If an early childhood teacher or educator feels there has been a discrimination, bullying or harassment, they must discuss it with the Early Years Manager as soon as practicable (refer to Complaints and Grievances Policy for early childhood teachers and educators).
- Implement and maintain a family centered approach in practices and program when working with children and families, which acknowledges strengths.
- Not engage in babysitting current children and families accessing the service.
- Not put themselves in a position where conflict of interest with current children and families of the service arises including out of hours contact with children and families.
- Ensure that all interactions and relationships are respectful, honest and transparent and the dignity and rights of every child are maintained at all times.
- Not develop any special relationships with children that could be seen as favouritism.
- Not exhibit behaviours with children, which may be construed as unnecessary physical contact.
- Not put children at risk of abuse.
- Not ignore or disregard any suspected or disclosed child abuse.
- Not engage in conversations with other early childhood teachers and educators that are of a personal or adult nature in the presence of children while in the program.
- Be familiar with and understand child protection and mandatory reporting policy and procedures and take action as required.
- Act professionally and with integrity at all times, and ensure that their actions and behaviours do not act adversely and cause damage to the reputation of Moreland Early Years Management.

## Relationships with children

In relationships with children all Moreland Early Years Management early years teachers and educators will demonstrate their commitment to high-quality education and care for children by:

- Being a positive role model at all times.
- Encouraging children to express themselves and their opinions.
- Respecting the rights of the children.
- Speaking to children in an encouraging and supportive manner.
- Listening actively to children and offering empathy and support.
- Giving each child guidance and encouraging appropriate behaviour.
- Regarding all children equally, and with respect and dignity.
- Providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members.
- Respect the special relationships between children and their families and incorporate this perspective in all interactions with children.
- Work to ensure children and families with additional needs can exercise their rights.

## Relationships with parents and families

In relationships with parents and families all Moreland Early Years Management early years teachers and educators will demonstrate their commitment to collaboration by:

- Being respectful of, and courteous towards parents and families at all times.
- Considering the perspectives of parents and families when making decisions that impact on the education and care of their child.
- Communicating with parents and families in a timely and sensitive manner.
- Responding to concerns expressed by parents and families in a timely and appropriate manner.
- Respecting the cultural context of each child and their family and strive to learn about their culture, structure, lifestyle, customs, language and beliefs.
- Working collaboratively with parents and families.
- Respecting the privacy of information provided by parents and families, keeping this information confidential, as required under the Privacy and Confidentiality policy.

## Relationships with team members at the service

In relationships with team members all Moreland Early Years Management early years teachers and educators will demonstrate collegiality by:

- Developing relationships based on mutual respect, equity and fairness.
- Working in partnership in a courteous, respectful and encouraging manner.
- Valuing the input of their peers by acknowledging and supporting their personal strengths, professional experience and diversity.

- Sharing expertise and knowledge in appropriate forums, and in a considered manner.
- Respecting the rights of others as individuals.
- Giving encouragement and constructive feedback, and respecting the value of different professional approaches.

## **Communication**

- Moreland Early Years Management recognises the importance of effective communication. All Moreland Early Years Management early years service members are reminded when communicating they are representing Moreland Early Years Management and should uphold confidentiality, privacy and code of conduct at all times.

## **Photography at work**

- Photographs of children may only be taken with the express consent of the child's parent.
- Photographs of children and families may only be used for the purposes listed in the consent (attachment 2) and further permission will be sought from the parent/s for anything not listed on this consent form.
- Photographs of children and families are only to be taken, transmitted or saved by Moreland Early Years Management early years services representatives on service owned cameras, devices or computers.
- Moreland Early Years Management early year service visitors (i.e. parents, PSFO, Early Intervention) are not permitted to take, transmit or save photographs of children or families on personal cameras, devices or computers.

## **Telephones and mobiles**

- Moreland Early Years Management early years service telephones are only to be used for organisational purposes.
- Personal mobile phones should be kept with personal belongings outside of the children's room and are only to be used for private purposes during work hours in emergency situations. Personal mobile phones may be used during work breaks.

## **Participation in mainstream media and social media**

- All early childhood teachers and educators, staff and Parent Advisory Group (PAG) are required to seek permission from Moreland Early Years Management and the Early Years Manager to represent the early years services in any form of social media (including but not limited to blogs, chat rooms, Facebook, Twitter, Instagram and similar);
- All early childhood teachers and educators and staff who use social media for personal use, are not permitted to share any information/photos of children, families, staff, Moreland Early Years Management and the early years service managed by Moreland Early Years Management on social media. This includes sharing of any information about your role, and/or experience that you have during your employment at the early years service and Moreland Early Years Management;
- Parent Advisory Group (PAG) are required to seek permission from Moreland Early Years Management to create an early years/Kindergarten Facebook page to share events, fundraising and information with Kindergarten community and families.

Moreland Early Years Management and Early Years Manager may conduct disciplinary proceedings in the event of misconduct or a breach of this Code of Conduct Policy and Procedure.

## DEFINITIONS

The terms defined in this section relate specifically to this policy and procedure. For commonly used terms e.g. Approved provider, Nominated Supervisor, Regulatory Authority etc. refer to General definitions section in the policy and procedure folder.

**Bullying:** Repeated verbal, physical, social or psychological behaviour that is harmful by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

**Child Safe Standards:** compulsory minimum standards to ensure all organisations providing services to children are well prepared to protect children from abuse and neglect.

**Duty of care:** A common law concept that refers to the responsibilities of organisations and early years services to provide people and children with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Ethical conduct:** behaviour which reflects Moreland Early Years Management values and expectations and always acts in the best interests of children, families, early childhood teachers and educators, staff, Moreland Early Years Management and families.

**ECT:** Early Childhood Teacher

**Harassment:** When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- racial taunts.
- taunts about sexual orientation or gender identity.
- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature.
- repeated insulting remarks.

**Respect:** Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

**Social media:** Including but not limited to blogs, chat rooms, MySpace, Twitter, Facebook, Instagram and similar, or in any other public forum or medium.

**Support:** Work in a co-operative and positive manner.

## SOURCES AND RELATED POLICIES

Sources

- Early Childhood Australia, Code of Ethics: [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- The Universal Declaration of Human Rights: [www.un.org/en/documents/udhr/](http://www.un.org/en/documents/udhr/)
- Victoria Legal Aid: [www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)
- United Nations, Convention on The Rights of the Child: [www2.ohchr.org/english/law/crc.htm](http://www2.ohchr.org/english/law/crc.htm)

## Related policies

- Complaints and Grievances Policy and Procedure
- Leadership and Service Management Policy
- Relationship and Interactions with Children Procedure
- Occupational Health and Safety Policy and Procedure
- Privacy and Confidentiality Policy and Procedure
- Equity, Diversity and Inclusion Procedure
- Child Safe Standards

## Authorisation

February 2019.

Review date: February 2021

ATTACHMENT 1

Please return to Moreland Early Years Management.

# Moreland Early Years Management

## Code of Conduct Acknowledgement

I hereby acknowledge that on [Date]....., I received a copy of the Code of Conduct Policy for Moreland Early Years Management.

I have read this policy, I understand its contents and I will adhere to this policy and its procedures.

I understand that Moreland Early Years Management will address any breach of this policy, and that any serious breach could lead to legal or disciplinary action.

I understand that a signed copy of this acknowledgement will be kept on my staff record while I am working at the service, and will be disposed of when my employment has ceased.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Date

# Moreland Early Years Management

## PERMISSION TO PHOTOGRAPH

I,..... hereby give permission to Moreland Early Years Management, Early Years Service (service name)..... to publish free of any encumbrances, photographs taken of (child's name) ..... From 01/01/..... to 31/12/..... The images of the above person is for use in (service name) ..... publications.

The image/s would be available for use in:

- The educational program (including programming and observation Apps)
- Program books made available in the foyer or educational rooms
- Take home portfolios (i.e. which may include group photos taken during the program that your child may be a part of)
- Displays within the service
- CD or videos of the current year including children's involvement in the program
- Newsletters

Parent Name: .....

Parent Signature: .....

Moreland Early Years Management representative: .....

Date: ...../...../.....