



# CODE OF CONDUCT

We endeavour to ensure that we provide a welcoming and safe environment.

All staff are expected to abide by professional codes of conduct. Educators are committed to the education, care and wellbeing of children and will conduct themselves in a professional manner.

National Quality Standards Regulation 168 of the Education and Care Services National Regulations

At our preschool:

- Management, educators and staff are collaborative, respectful and ethical.
- Professional standards guide practice, interactions and relationships
- All educators are to follow professional codes of conduct. These are outlined in:
  - Teachers Registration Board 'Code of Ethics for the Teaching Profession in South Australia'
  - Australian Institute for Teaching and School Leadership '
  - Australian Professional Standards for Teachers'
  - Early Childhood Australia 'Code of Ethics', and
  - The 'Code of Ethics for the South Australian Public Sector'.
- 'Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings'
- These outline areas such as professional practice and relationships, professional and courteous behaviour, gifts and benefits, conflict of interest, criminal offences, handling official information, outside employment, public comment, reporting unethical behaviour and use of government

The section of the Code of Conduct has been developed to provide information on acceptable conduct that is required of all staff, parents/caregivers, volunteers and adults at our site to ensure the safety and wellbeing of all.

All adults on site are required to follow the principles of:

Safety

- That is to comply with the centres policies and procedures

Respect

- To act in the best interests of children, their families, educators and all stakeholders who use the service.

Support

- work in a cooperative and collaborative manner.

Communication

- Use courteous and acceptable language and behaviour and follow the centres grievance procedures located at both entrances to the preschool.

Ethical Conduct and Confidentiality

- Ensure that diversity is valued and any information relating to children and families at the preschool is kept confidential. Also, respect should be given to the child when taking their image. Staff will seek permission from families prior to taking images and families will ensure when taking an image of their child they respect confidentiality of other children.

Behavioural Practices: In Relation to Children.

- Ensure adults act in a way that models positive behaviours
- Engage in positive interactions with children and speak in a manner that is positive and encouraging
- Listen to the needs of children and follow the site Behaviour Code
- Ensure the health, safety and wellbeing of all children at all times
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be immediately reported to a staff member)

- Manual handling is to be avoided, if any form of manual or physical contact is required during an activity, the child must be informed of what is required and their consent be obtained.
- Always work in an open environment, avoiding unsupervised situations
- Avoid doing things of a personal nature for a child that they can do for themselves for example going to the toilet or changing their clothes. If a child requires assistance, ensure that another staff member is informed and that the dignity and respect to the child is sustained at all times.

#### Behaviour Practices: In Relation to other Adults and Educators

- Treat everyone with respect and dignity in accordance to the DfE Code of Ethics and the Code of Ethics outlined by Early Childhood Australia.
- Seek help and advice when needed
- Respect the rights of others
- Use non-discriminatory, respectful and non-judgemental language
- Be aware of the centres routines and procedures
- Provide encouraging and constructive feedback
- Be aware of Emergency Evacuation Procedures
- The behaviour management of children while in the care of educators is the sole responsibility of the educators. Any matters relating to children's behaviours should be brought to the attention of educators whilst children are within their duty of care.
- Any discussions about a child need to be discussed discreetly and preferable at an alternative time when educators are not responsible for the duty of care of children
- Refrain from public criticism of children and adults at the preschool
- Follow the sites feedback and complaints policy.
- UNDER NO CIRCUMSTANCES is a child, parent/caregiver or educator is to be approached directly in a confrontational manner
- Smoking is prohibited on the preschool property at all times.

*Ratified by Governing Council November 2022  
to be reviewed annually*