



## Code of Conduct Policy

### Quality Area 4: Staffing arrangements

#### Standard 4.2: Educators, coordinators and staff are respectful and ethical.

Element 4.2.1: Professional standards guide practice, interactions and relationships.

Element 4.2.2: Educators, coordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.

Element 4.2.3: Interactions convey mutual respect, equity and recognition of each other's strengths and skills.

**The following information is a guide and representation of our expectations for all staff members of our childcare service. This includes: the Director, full and part-time Educators, volunteers and any other representative who may come in contact with the children, families and organisations associated with operation.**

In conjunction with our Code of Conduct it is a further expectation that all of the above mentioned individuals are also familiar with and abide by the [Code of Ethics – Early Childhood Australia](#).

*It is an expectation of employment that all parties will conduct themselves within the following guidelines:*

### Respectful and Authentic Relationships with Families and Colleagues

Nurture and Nature Private Preschool aims to be renowned for its warm, friendly and professional approach by our employees. The Service strives for a happy working environment among all colleagues. All employees are to treat each other with the respect and courtesy they expect to receive. Obscene or offensive language will not be tolerated as well as any practice of discrimination, harassment or vilification based on gender, race or religion.

### Visitors

In support of our Supervision Policy, visitation by friends or family whilst rostered on is not permitted unless Management has given prior permission. This is to ensure we do not compromise our quality of care or the delivery of service.

### Clothing and Identification

All employees must adhere to our uniform/dress code supplied during induction including the display of their name badge whilst on shift. Enclosed shoes must be worn at all times, no high heels or wedges. Clothes must be suitable for movement, active play and messy play. No offensive logos or political statements are to be worn.

### Personal Telephone Calls/Mail

Employees are not authorised to use the service's phones for personal reasons unless in the case of an emergency. No personal mobile phones are to be used or carried during working hours. No personal mail or deliveries should be directed to the service.

## **Using email**

Email is to be used only for bona fide company usage, not for private communications.

Passwords and access privileges are treated as strictly confidential to the Educator issued with that access or persons delegated to know and use that access in the normal course of operation. It is the responsibility of the authorised user to take fair and reasonable steps to ensure the passwords and other forms of access are held safe.

## **Using the Internet and other External On-line Services**

Access to External On-line Services, including the Internet as provided by the Service, is for authorised company use only.

Users of External On-line Services are expected to maintain the highest ethical and professional standards in all communication transmitted or downloaded over each such service.

## **Social Media Responsibility**

The Service offers to its current families and staff members a Facebook page as a communication tool. The administrator of the account is the Director. Only current families and staff may have access to the page as the page is locked as 'Privacy type: Closed: Limited public content. Members can see all content.'

The description is: Description: This Facebook group is for staff and families of children attending Nurture and Nature Private Preschool. The intention is that this group will allow you to:

Keep in touch with what's happening at Nurture and Nature Private Preschool. Connect with other parents and share your thoughts about programs, policies and procedures.

The Administrator controls the content on the page and ensures that the postings are relevant and respectful of the Service, the children, the staff, families and greater community. For privacy reasons photographs will be posted on the wall, with parent approval only.

Staff members that have a personal Facebook account are not permitted to post any negative comments relating to the service, children, colleagues or families. If they choose to 'like' the Service's page they have a responsibility to ensure that their profile picture is always an appropriate representation of an early childhood Educator. If it is not, we request that they do not 'like' the page.

Staff members are to use their own personal discretion when adding a family of the Service as a 'friend' on Facebook. The Service does not recommend staff to add families of the Service as they will be seen still as a representative of the Service and held to the Service's Code of Conduct on all posts on their private 'wall' if families have access.

Families are asked in our Social Media policy to respect that staff may have a personal policy on adding families due to their professional philosophy and that the Service does not recommend staff to have families as friends on their private account.

Staff members are not permitted to request the 'friendship' of families from the Service.

## **Smoking**

Smoking is NOT permitted in or on surrounding areas of the service. It is expected that the odour of cigarette smoke will not be detected on an employees clothing. If an employee is found smoking on the premises, that employee may be terminated. Nurture and Nature Private Preschool supports the

[Smoke Free Environment Act 2000](#). The company and its employees will follow all conditions outlined in this act.

### **Alcohol and Drugs**

Nurture and Nature Private Preschool is bound by the Education and Care National Regulations. As such, alcohol, drugs or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:

- Consume alcohol nor be under the influence of alcohol while working
- Use or possess illegal drugs at any workplace; nor
- Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances
- Bring alcohol or any illegal drugs on the premises

If a co-worker suspects another to be affected by drugs or alcohol, they must inform the Nominated Supervisor immediately. No employee will be allowed to work under the influence of drugs or alcohol.

Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the Nominated Supervisor.

All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the cancellation of employment.

### **Grooming Standards**

All staff members are to adhere to the following standards:

- Shoes are enclosed with flat soles for safety
- Jewellery – up to two (2) earring per ear (small studs).
- Long hair is to be clean and neatly tied back. Ensure hair does not hang in your eyes
- Makeup is to be light and natural
- Fingernails are to be clean and well groomed
- Good oral hygiene and grooming is essential

### **Responsibilities**

All staff members are to adhere to the following guidelines:

- Not to become involved with politics or internal bickering and treat all you see and hear as STRICTLY CONFIDENTIAL.
- All information shared with families and professionals is STRICTLY CONFIDENTIAL.
- To know and understand their roles & responsibilities and what that entails. The [Code of Ethics- Early Childhood Australia](#) is a standard that you will be held to.
- To be aware of OHS policies and procedures. Safety is not negotiable.

- To know their responsibilities as a Mandatory Reporter
- To be involved and an active contributor to the revising of policies, procedures and the quality improvement

### **Dismissal**

All staff members are made fully aware that the following breaches of the Code of Conduct and role responsibilities may lead to termination of employment:

- Reporting to work under the influence of alcohol or drugs
- Refusal to complete required additional training
- Possessing or selling drugs at the Service
- Immoral, immature or indecent conduct while at the Service
- Inappropriate use of company equipment
- Refusing to work as directed
- Possessing a dangerous weapon while at the Service
- Bringing disrepute to the Service
- Bringing disrepute to the relationship between a family and the Service
- Disclosure of confidential information
- Falsifying documentation
- Fraternising with families
- Taking, abusing or destroying company property
- Interfering with work schedules, falsification of reports, documents or wages information
- Failure to report for work
- Walking off the job
- Failure to follow policies and procedures
- Vulgarity, disrespectful conduct to families, management or colleagues
- Making or publishing false, vicious or malicious statements about any client, employee, supervisor, the company or its services
- Failure to hand in lost property is regarded as stealing and dismissal will follow. Lost property is to be handed to the Nominated Supervisor.

### **Disciplinary Action**

All staff members are made fully aware that continued abuse of the following might result in disciplinary action. These include, but are not limited to the following:

- Unauthorised absence
- Having personal visitors whilst on shift

- Continued personal phone calls
- Unauthorised solicitation or distribution of money or materials
- Poor work standard
- Carelessness
- Low level of enthusiasm
- Lack of personal cleanliness
- Failure to report health, fire or safety hazards
- Repeated tardiness

This policy was made with consideration to:

Education and Care National Regulations 2011 (Amendments 2014)  
Early Childhood Australia – Code of Ethics  
Childcare Centre Desktop – Staff Handbook

Date that the policy was last updated or revised: April 2016

Signature of Director: \_\_\_\_\_

Nurture and Nature Private Preschool