

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning Code of Conduct

Purpose: This Code of Conduct sets the standard of behaviour to be followed by the Approved Provider (Avenue Neighbourhood House @ Eley), Nominated Supervisor (Director of Early Learning), Certified Supervisors, Early Learning educators, staff, students on placement and volunteers at the service. This Code of Conduct defines how all individuals must behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

Relevant Legislation and Standards:

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Regulations 2018* (Cth)
- *Education and Care Services National Law Act 2010* (Cth)
- *Children Services Act 1996* (Vic)
- *Children Services Regulations 2020* (Vic)
- *Child Safe Standards*
- *National Quality Standard, Quality Area 4: Staffing Arrangements*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Fair Work Regulations 2009* (Cth)
- *Occupational Health and Safety Act 2004* (Vic)
- *Occupational Health and Safety Regulations 2007* (Vic)
- *Racial Discrimination Act 1975* (Cth)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Sex Discrimination Act 1984* (Cth)

Definitions: **Approved Provider** is Avenue Neighbourhood House @ Eley Inc. (ANHE). An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

Assault is an incident where a person causes injury, pain, discomfort, or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.

Certified Supervisor is an educator that has been deemed fit and proper and provides education and care at the service.

Duty of Care is a common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. Refer also to ANH@E Early Learning Duty of Care Policy.

Ethical conduct is to always act in the best interests of children, their parents/guardians and families, and users of the service.

Harassment is 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) and repeated insulting remarks. Refer also to ANH@E Harassment and Bullying Policy.

Nominated Supervisor is the Director of Early Learning.

A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

Respect refers to valuing the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

Support is to work in a co-operative and positive manner.

Serious incident is an incident resulting in the death of a child, or an injury, trauma, or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the Regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record as soon as possible and within 24 hours of the incident. The Regulatory Authority (Department of Education and Training Victoria) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

Professional Standards for Early Learning staff, students, and volunteers

Relationships with children

In their relationships with children, the Approved Provider, Nominated Supervisor, Certified Supervisors/Educators, students and volunteers 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.
- Allowing children to undertake experiences that develop self-reliance and self-esteem.
- Maintaining a safe environment for children.

- Respecting the rights of all children.
- Contributing to a service environment that is free from discrimination, bullying and harassment.
- Speaking to children in an encouraging and positive manner.
- Listening actively to children and offering empathy and support.
- Giving each child positive guidance and encouraging appropriate behaviour.
- Regarding all children equally, and with respect and dignity.
- Having regard to the cultural values, age, physical and intellectual development, and abilities of each child at the service.
- Providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service.
- Informing children if physical contact is required for any purpose and asking them if they are comfortable with this interaction.
- Ensuring all interactions with children are undertaken in full view of other adults.
- Encouraging and assisting children to undertake activities of a personal nature for themselves (e.g., toileting and changing clothes).
- Respecting the confidential nature of information gained about each child while participating in the program.

Relationships with parents/guardians and families

In their relationships with parents/guardians and families, the Approved Provider, Nominated Supervisor, Certified Supervisor/Educators', students, and volunteers will demonstrate their commitment to collaboration by:

- Being respectful of, and courteous towards, parents/guardians and families at all times.
- Considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child.
- Communicating with parents/guardians and families in a timely and sensitive manner.
- Responding to concerns expressed by parents/guardians and families in a timely and appropriate manner.
- Respecting the cultural context of each child and their family.
- Working collaboratively with parents/guardians and families.
- Respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the ANH@E Privacy of Information Policy.

Relationships with colleagues at the service

In their relationships with colleagues, the Approved Provider, Nominated Supervisor, Certified Supervisor/Educators', students and volunteers 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.
- Sharing expertise and knowledge in appropriate forums, and in a considered manner.
- Respecting the rights of others as individuals.
- Giving encouraging and constructive feedback, respecting the value of different professional approaches.

Professional responsibilities

The Approved Provider, Nominated Supervisor, Certified Supervisor/Educators, students, volunteers, and all staff will demonstrate commitment to their professional responsibilities by:

- Undertaking their duties in a competent, timely and responsible way.
- Ensuring their knowledge and expertise is up to date and relevant to their role.
- Understanding and complying with legal obligations in relation to:
 - Discrimination, harassment, and vilification
 - Negligence
 - Mandatory reporting
 - Privacy of information
 - Occupational health and safety
 - Raising any complaints or grievances

Related Policies

This Code of Conduct must be read in conjunction with ANH@E:

Child Safety Code of Conduct
Child Safety and Wellbeing
Early Learning Duty of Care
Harassment and Bullying
Privacy of Information
Occupational Health and Safety
Mandatory Reporting and Reportable Conduct
Complaints and Appeals

This Code of Conduct was created in November 2021 and will be reviewed again in November 2023.