

Code of Conduct

For Educators

- Educators shall behave honestly and with integrity.
- Educators shall avoid any act which may bring our profession into disrepute.
- Educators shall work in partnership with colleagues and community organisations to support the wellbeing of families.
- Educators shall treat colleagues and families with respect and courtesy and without harassment.
- Educators shall maintain a professional relationship with colleagues and parents. Where educators feel a colleague/parents behavior competency or integrity is in question, they should discuss this with the colleague/parent. If no satisfactory outcome is achieved the complaint should be referred to those in position to correct the situation.
- Where an educator receives a complaint from a parent, they should listen carefully to the nature and substance of the complaint. Give due consideration and full account to its content and advise the parent of the formal and informal avenues to obtain consideration of the complaint. If an educator is in any doubt of the appropriate action, they shall seek guidance from senior educators.
- Educators shall not make improper use of:
 - i. Information imparted to them
 - ii. Their duties, status or authority.
- Educators shall work in ways that enhance human dignity and carry out their duties in a professional and conscientious manner.
- Educators shall ensure that they provide all children and young people with an adequate level of protection against harm.

For Parents

- Parents shall treat educators with respect and courtesy and without harassment.
- Parents shall become familiar with service policies and procedures.
- Parents shall work collaboratively with their child's teachers to ensure the best possible educational outcomes for their child.
- Parents shall avoid behaviour which may be perceived as belittling, intimidating or threatening.

Failure to comply with this code of conduct may result in your child's care being ceased or in the case of educators your employment being terminated.

Behaviour Considered a Breach Includes

- Inappropriate language such as swearing, yelling or screaming at educators or management, using demeaning or non-supportive language, inappropriate written material, sexual material in any form on work premises or work functions.
 - Inappropriate conduct such as the consumption of alcohol / drugs in the presence of children and young people.
 - Inappropriate use of facilities and resources such as the personal usage of the company credit card, stealing work belongings or sending inappropriate emails.
 - Any behaviour that is deemed to extend an educators professional boundaries as outlined in the child protection policy.
 - Inappropriate contact with young children - no parent or educator shall strike a child as a method of discipline.
 - Giving personal information about families / educators to people not authorised to have that information.
 - Inappropriate gossip, malicious, negative talk and backstabbing is destructive and will not be tolerated.
 - Inappropriate use of social media platforms that bring the company or work colleagues or our profession into disrepute e.g. Discussing work policy's negatively on face book.
 - Inappropriate use of passwords and unauthorized access to email or social media platforms- hacking company computers or those of work colleagues.
 - Breaches to the Child Care Subsidy systems or fraudulent behaviour that contravenes the Child Care Provider Handbook.
- June 2018.