



CODE OF CONDUCT POLICY

POLICY STATEMENT

The following information is a guide and representation of our expectations for all educators and stakeholders of our service. This includes: The Director, full time educators, casual educators, volunteers and any other representative who may come in contact with the children, families and organisations associated with the 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.

PROCEDURE

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

Respectful and Authentic Relationships with Families and Colleagues

Clovelly out of School Care promotes a warm, friendly and professional environment for all. The service strives for a happy working environment among all educators. All educators 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 dress code supplied during induction including the display of their name badge and COOSC hat (if outdoors) whilst on shift. T-shirts and jumpers are to be either black, white, or grey and clothes must be clean and of a neat professional appearance. Enclosed shoes must be worn at all times, no high heels or wedges. Clothes must be suitable for movement, active play and messy play. Tank tops and revealing loose shirts are not permitted as shoulders and chests must be covered in accordance with our 'Sun protection' policy. Shorts must be mid-thigh length. If leggings are worn a long top must also be worn appropriately. No offensive logos or political statements are to be worn.

Hygiene

It is important for staff to maintain good hygiene practices as they are a representation of the service. Staff work in proximity with colleagues, children and families and should ensure that they are of clean appearance and no offensive odours can be detected by others as to disturb the workplace or reflect negatively on the service. This includes smells such as cigarette smoke, body odour, and strong perfume.

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 educators a website as an information tool, www.coosc.com.au. The administrator of the site is the Service's Nominated Supervisor or Staff that have been appointed by the Director to edit and update the website. All changes will be approved by the Director before publishing.

The intention is that this page will allow you to:

- o Keep in touch with what is happening at COOSC.
 - o Download forms and access information.
 - o Read recent evaluations to track your child's development and learning.
 - o View recent artworks and photos that reflect the services programming and practices.
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- Educators are to use their own personal discretion when adding a family of the service as a 'friend' on Facebook. The service does not recommend educators 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 educators may have a personal policy on adding families due to their professional philosophy and that the Service does not recommend educators to have families as friends on their private account.
 - Children are asked to respect the educator's privacy and not to seek out their personal social media accounts or connect on any social media site, including gaming platforms.

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 educators clothing. If an educator is found smoking on the premises, the educators contract may be terminated. Clovelly out of School Care supports the Smoke Free Environment Act 2000. The company and its educators will follow all conditions outlined in this act.

Alcohol and Drugs

Clovelly out of School Care 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.
- Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances
- Bring alcohol or any illegal drugs on the premises

If an educator suspects another to be affected by drugs or alcohol, they must inform the Nominated Supervisor immediately. No educator will be allowed to work under the influence of drugs or alcohol. Educators 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.

Responsibilities

All educators 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 WHS 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 educators 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 service policies and procedures.
- Vulgarity, disrespectful conduct to families, management or fellow educators.
- Making or publishing false, vicious or malicious statements about any client, educators, 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 educators 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 or using personal phone whilst on duty.
- 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.

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education & Care Quality Authority. (2014).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015

ECA Code of Ethics.

Guide to the National Quality Standard.

Anti-Discrimination Act

Fair Work Act

Industrial Relations Act

Work Health and Safety Act

Ombudsman Act

Privacy and Personal Information Protection Act

Staff Handbook

Version number	Date effective	Description of amendment
1	March 2016	Changes to procedure
2	April 2017	No Changes
3	May 2018	Changes to wording
4	April 2020	No change

Considered and accepted by the Management Committee (representative) – L. Henricks

Considered and accepted by the staff (representative) – Katrina Thomas