STAFF CODE OF CONDUCT POLICY

Quality Area 4: Staffing Arrangements

Quality Area 7: Leadership and service management

STAFF CODE OF CONDUCT

Policy Statement

Woodlupine Family Centre 3 year old Kindy supports staff to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community.
We aim to be leaders in the childcare profession. To enable this, our behaviours and practices are governed by our Code of Conduct. The policies and procedures built upon this foundation reflect the professional principles and values of the Early Childhood Industry and are formulated in accordance with the Education and Care Services National Law (WA) Act 2012 and the Educational and Care Services National Regulations 2012.

Scope

This code is for all employees, students and volunteers of Woodlupine Family Centre 3 year old Kindy

The Code

All staff and volunteers at Woodlupine Family Centre 3 year old Kindy agree to:

- Abide by the relevant legislation including Educational and Care Services National Law (WA) Act 2012 and Educational and Care Services National Regulations 2012.
- Actively support the Philosophy and Policies of the Centre.
- Understand and implement all the policies, procedures and rules of the Centre.
- Represent the Centre in a positive way.
- Only discuss confidential information or issues of the Centre with appropriate people within the Centre but not with any person outside the organisation, unless required by law.
- Not to be under the influence of alcohol or any form of illegal drugs when on duty at the centre. No smoking on the grounds of Centre or while on duty at the centre.
- All staff have their own personal values and opinions however, when they enter the premises, they will take on the corporate values of Lifestreamers Childcare.
- Resolve conflicts with other staff members using the policies and procedures developed by the centre.
- Treat children, families, other staff members and visitors with respect, courtesy and consideration at all times.

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- Act positively on complaints and provide service to the best of their ability.
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace.
- Value, respect and support the abilities and knowledge of other staff, families and children of the Centre.
- Wear clean, neat and tidy clothes appropriate to the work undertaken and outlined in the Centre's policies. Clothing is to be non-offensive to other staff, children or families and in accordance with the Centre's Safety requirements.
- Note: It is unacceptable for any staff member to use any form of harassment, physical, verbal or emotional punishment when carrying out their duties with children, families, other staff members or visitors to the centre.
- All children, parents, staff and others involved in the centre must use e-mail, electronic devices and internet according to our policies. This protects people's privacy and confidential information.

Staff may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the internet in a manner that is ethical and lawful. E-mail is to be used for business purposes only. Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations and copyrights) of others must be respected and protected. All communications must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material must be reported.

Inappropriate use includes but is not limited to:
1. Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of the children, parents/ guardians/ caregivers, staff or the Centre itself.
2. Intentionally accessing, transmitting, copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
3. Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighter works.
4. Using the Centre's technological resources for personal use without permission or for personal gain.

- Staff may not use cell phones and other personal electronic devices when caring for and supervising the children. Anyone who may need to contact a staff person during that person's regular scheduled working hour must contact Lifestreamers Childcare's direct line. If, for safety purposes, it is necessary for a staff member to take a cell phone during the course of outings with children, school runs, it must be only used for emergency contact with Lifestreamers Childcare, Emergency Services 000, or the children's parents/ guardians/ care givers.

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- Information about staff, children, parents/guardians /caregivers and Lifestreamers Childcare (including photos or videos) must not be posted on a staff person's personal web space, any social networking site (e.g. blogs, Facebook, Instagram, Twitter), any public networking or file sharing site (e.g. You Tube) or any other type of internet websites.
- Staff must not ask families to be friends on Facebook or MSN but can accept requests. Asking or accepting requests from children is not permitted .
- Authorised employees of Woodlupine Family Centre 3 year old Kindy have the right to monitor the use of information technology resources and to examine, use and disclose data found. They may use this information in disciplinary actions, and release to the police if it is of a criminal nature.

Principles

Equity and Justice
We will be respectful of ourselves and in our treatment of others. We will express tolerance and equality to all people.

Respect
We will treat all people as individuals and at no time give cause for others to feel threatened or scared.

Personal and Professional Responsibility
We will be co-operative and listen respectfully to find solutions and provide and maintain a healthy and safe environment.

Integrity
We will carry out our duties to the best of our abilities. We will conduct ourselves in an honest and moral way. We will support the learning of others and abide by the contents of this Code of Conduct.

Code of Ethics
Education and Care Services National Law (WA) Act
Educational and Care Services National Regulations 2012

Woodlupine Family Centre Policies and Procedures.

Sources
Staff, parents and governing bodies of the child care industry and friends of Woodlupine Family Centre 3 year old Kindy.