



Code of Conduct

Introduction

Le Fevre Community Children's Centre is committed to the provision of responsible, accountable and professional Child Care.

The Code of Conduct is an all encompassing document. The guidelines cover the activities of Staff, Management, Students and Volunteers and other significant stakeholders.

- The code of conduct is underpinned by the Early Childhoods code of ethics.
- The Statement of commitment to Co-workers
- Core values as developed by the organisation.

Each of these documents will be supplied to staff as part of the Induction process.

Practices

All staff and volunteers at Le Fevre Community Children's Centre agree to:

1. Abide by the *Education and Care Services National Regulations 2011, Child Protection Act 1993*.
2. Abide by the *Early Childhood Australia's Code of Ethics 2006*.
3. Understand and actively implement all the policies, procedures and rules of the centre including those specified in the Constitution and any others determined by the Management Committee.
4. Represent the Centre in a Positive way
5. Only discuss confidential information or issues of the centre with the appropriate people within the centre, but not with any person outside the organisation unless required by law.
6. Do not discuss centre business in the online environment
7. Resolve any conflicts with other staff or members of the committee using the policies and procedures developed within the centre.
8. Treat Children, families, other staff or members of the committee or visitors with courtesy, respect and consideration at all times
9. Act positively on complaints, and use these opportunities to build trust and understanding.
10. Strive to build a harmonious, equitable and non-discriminatory workplace.
11. Value, respect and support the abilities and knowledge of other staff or members of the committee, children and their families.
12. Take responsibility for their own job satisfaction and pro active in their own development.

Sourced

Woden early Childhood centre code of conduct for staff policy, 2009

Early Childhood Australia's Code of Ethics, 2016