



## Ethical Conduct Policy

October 2014

### SCOPE:

This policy applies to all **Personnel**, **Members** and **Families** of the **Service**.

### RELEVANT INSTRUMENTS:

1. Constitution of Paroo Contact Children's Mobile Incorporated 1996: Clause 2 & 5 (12 March 2012)
2. Education & Care Services National Regulations: Clause 168 (2013)
3. Education and Care Services National Law 2010
4. National Quality Standard, 4.2.1
5. Early Childhood Australia Code of Ethics (2006) [http://www.earlychildhoodaustralia.org.au/wp-content/uploads/2014/07/code\\_of\\_ethics\\_brochure\\_screenweb\\_2010.pdf](http://www.earlychildhoodaustralia.org.au/wp-content/uploads/2014/07/code_of_ethics_brochure_screenweb_2010.pdf)
6. UN Convention on the Rights of the Child (1989)
7. Community Child Care Cooperative Ltd (NSW), Staff code of Conduct Policy

### RATIONALE:

It is important that practices and behaviours reflect the professional principles and values of the early childhood sector and those of the general wider community. Ethical conduct guides the behaviour and decisions within the **Service** and is founded in respect for, and the valuing of children, families, educators and staff, and the extended community. For this reason PCCM adopts the *Early Childhood Australia Code of Ethics*. This Code enables the **Service** community to uphold the highest standards in ethical conduct, enabling all **Personnel** to demonstrate high standards of professional conduct at all times in their work and interaction with children, **Families**, colleagues, **Members** and the wider community. The Code also guides **Members** and **Families** on their conduct and interactions with children, **Personnel**, **Members** and **Families**.

### PRACTICES:

1. The **Service** adopts and promotes Early Childhood Australia's Code of Ethics.
2. All **Personnel**, **Members** and **Families** are supplied with a copy of the Ethical Conduct Policy.

3. All **Personnel** will annually read, and agree to, a copy of the Ethical Conduct Policy. The signed agreement will be stored in the relevant Personnel File.
4. All **Personnel** will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the **Service**.
5. All **Personnel** will be familiar with the ECA Code of Ethics and service philosophy. This will guide conduct and decision making within the centre.
6. Ethical conduct and decision making will occur with reference to legislation and statutory documents and through a process of critical reflection. Decision making processes will be clear and the **Service** Director will be accountable for decisions and able to demonstrate how those decisions are made.
7. The **Service** Director will ensure all **Personnel** are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
8. The **Service** community will work together in the best interests of the children, **Families** and **Members**, and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of role responsibilities and obligations combined with collegial practice and collaborative decision making.
9. All **Personnel** will remember that they are representatives of the **Service** and must promote the **Service** and its philosophy in a positive light at all times, especially:
  - a. when communicating with **Families**, **Members** and the wider community, in any role or format, including Social Media; and
  - b. whilst wearing the **Service** uniform or representing the **Service** in any role, on any occasion.

## **DEFINITIONS**

**Director:** Service Manager responsible for the overall management of the Service and ensuring compliance with all relevant legislations, regulations and funding agreements.

**Families:** All families using the **Service**, regardless of how that family is structured.

**Members:** All current members of Paroo Contact Children's Mobile Inc. other than the Management Committee.

**Personnel:** all permanent, temporary and casual staff, volunteers, student placements and the Management Committee.

**Service:** Paroo Contact Children's Mobile Incorporated.

**RELATED POLICIES:**

Privacy & Confidentiality Policy (V2 Nov 2014)

Grievance Policy (V2 Oct 2014)

Staff Discipline Policy (V1 February 2008)

Staff Employment Policy (V3 July 2015)

**VERSION CONTROL:**

This version supersedes and merges:

1. Code of Conduct (V1 February 2014)
2. Ethical Conduct Policy (V1 April 2012)

Ratified: 10/10/2014 by PCCM Management Committee

Review Date: 2019 [5 years after ratification], or as required due to legislation, regulation or constitution changes.