

## **Mandatory – Quality Area 4**

### **PURPOSE**

This policy will provide guidelines to:

- establish a standard of behaviour for the Approved Provider, Nominated Supervisors, educators, families, volunteers, visitors and all staff at Goulburn Region Preschool Association Inc. that reflects the philosophy, beliefs, objectives and values of the service
- promote desirable and appropriate behaviour
- ensure that all staff interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

### **POLICY STATEMENT**

#### **1. VALUES**

Goulburn Region Preschool Association Inc. is committed to:

- considering the wellbeing of each child at the service as paramount
- maintaining a duty of care (refer to *Definitions*) towards all children at the service
- providing a safe and secure environment for all at the service
- respecting the rights of the child
- providing an open, welcoming environment in which everyone's contribution is valued and respected
- encouraging parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians and all adults involved in the programs and activities of Goulburn Region Preschool Association Inc.

#### **3. PROCEDURES**

**The Approved Provider is responsible for:**

- developing a code of conduct (attachment 1) in collaboration with the Nominated Supervisors, educators, staff, parents/guardians and others involved with the service
- ensuring that all educators, staff, volunteers, students, parents/guardians and visitors are provided with a copy of this policy on employment, enrolment or arrival at the service
- ensuring that all staff complete and sign the *Code of Conduct Acknowledgement* (refer to Attachment 2) and that these are filed with individual staff records
- ensuring that the code of conduct for staff (refer to Attachment 1) are adhered to at all times
- ensuring that all children being educated and cared for at Goulburn Region Preschool Association Inc. are protected from harm and any hazard likely to cause injury (National Law: Section 167)

- activating the *Complaints and Grievances Policy* on notification of a breach of the *Code of Conduct Policy*
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*) or of a notifiable complaint (refer to *Definitions*) at the service (National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b))
- referring any allegation of unacceptable behaviour in relation to a child by an employee to the Commission of Children and Young People
- referring notifiable complaints (refer to *Definitions*), grievances (refer to *Definitions*) or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee/investigator (refer to *Complaints and Grievances Policy*)
- taking appropriate disciplinary or legal action, following the directives of the Commission of Children and Young People, or reviewing the terms of engagement in the event of misconduct or a serious breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk (e.g. when violence has been threatened or perpetrated)
- working with the Nominated Supervisors, educators, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions and supports constructive feedback
- ensuring that parents/guardians of a child attending the service can enter the services premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisors or educators under the Law (Regulation 157)
- ensuring that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal.

**All Early Childhood Staff are responsible for:**

- assisting the Approved Provider to develop a code of conduct (refer to Attachment 1)
- ensuring that all educators, staff, volunteers, students, parents/guardians and visitors are provided with a copy of this policy on employment, enrolment or arrival at the service
- ensuring that the children educated and cared for at Goulburn Region Preschool Association Inc are protected from harm and from any hazard likely to cause injury (National Law: Section 167)
- completing and signing the *Code of Conduct Acknowledgement* (refer to Attachment 2)
- adhering to the code of conduct (refer to Attachment 1) at all times
- informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*), unacceptable behaviour they become aware of from any employee, or of a breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk (e.g. when violence has been threatened or perpetrated)
- working with the Approved Provider, educators, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions and supports constructive feedback
- ensuring that parents/guardians of a child attending the service can enter the services premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or where the parent is prohibited by a court order from having contact with a child (Regulation 157)

- developing practices and procedures to ensure that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their engagement.
- providing guidance to parents/guardians and volunteers through positive role modelling and, when appropriate, clear and respectful directions

**Parents/guardians are responsible for:**

- reading the *Code of Conduct Policy*
- abiding by the law
- abiding by the standards of conduct, as set out in this policy, while at the service
- complying with all policies of the service.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as require notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Code of Conduct
- Attachment 2: Code of Conduct Acknowledgement

**AUTHORISATION**

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc on 28<sup>TH</sup> November 2013

Review and Approved: 24<sup>th</sup> September 2016

Reviewed: 8<sup>th</sup> March 2019

Reviewed: August 2021

**REVIEW DATE: AUGUST 2024**

**ATTACHMENT 1**  
**Code of Conduct**

All member of the preschool community are expected to:

Take an active role in encouraging learning and achievement

Interact respectfully with others

Understand and appreciate individual differences

Be supportive of each other

Resolve conflict in a polite, calm and non-physical manner

Protect the rights and safety of children.

