

A – ETHICAL CONDUCT

Effective from: 19 November 2015
Contact officer: Coordinator of Children's Services
Next review date: 18months – 2 years
File Reference: 1825/29.5
Related Policies/Local Laws/Legislation:

- Children (Education and Care Services National Law Application) Bill 2010
- Education and Care Services National Regulations 2011. CI 168
- National Quality Standard: QA 4.2.1

Related Documents:

- ACECQA (2011) *Guide to National Standards*.
- ACECQA (2011) *Guide to the Education and Care Services National Law and the Education and Care Services National Regulation*.
- ECA Code of Ethics (2010)
- United Nations Convention on the Rights of the Child (1989)
- Wingecarribee Shire Councils Children's Services Philosophy
- Wingecarribee Children's Services Policy and Procedures
- Wingecarribee Shire Council's Code of Conduct
- Wingecarribee Shire Council's Statement of Business Ethics
- Early Childhood Australia (ECA) Code of Ethics (2010)

PURPOSE

Wingecarribee Shire Council's Children's Services, inclusive of Family Day Care and Out of School Hours Services is committed to conducting its business in a sound and ethical manner.

Ethical conduct guides the behaviour and decisions within the education and care settings which we provide and is founded in respect for, and the valuing of children, families, educators and staff and the extended community.



Our service is committed to:

- Carrying out our activities in accordance with Wingecarribee Shire Council's "Code of Conduct" and "Statement of Business Ethics".
- Upholding the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2010)
- The United Nation Conventions on the Rights of the Child(1989)
- The Service Philosophy and Policy and Procedures.
- The Education and Care Services National Regulations (2011) and associated Law.

SCOPE

This policy applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council

All volunteers and students engaged with Wingecarribee Children's Services.

DEFINITIONS

"Code of Conduct – a set of conventional principles and expectations that are considered binding on any person who is a member of a particular group".

<http://www.thefreedictionary.com/code+of+conduct>

PROCEDURE

1. All Service Types – Family Day Care & Out of School Hours Care

- 1.1 All staff and educators are provided with a copy of Wingecarribee Shire Council's Code of Conduct and briefed on the significant points as a part of their Educator or Staff Induction process.
- 1.2 Wingecarribee Shire Council's Code of Conduct is based on eight (8) key principles
Integrity Leadership
Selflessness Impartiality
Accountability Openness
Honesty Respect
- 1.3 Staff and educators agree to comply with the requirements of Wingecarribee Shire Council's Code of Conduct:
 - 1.3.1 Family Day Care – In the Educator Agreement
 - 1.3.2 Wingecarribee Shire Council staff – In their Job Description



Children's Services Procedures

- 1.4 Family Day Care Educators are provided with a copy of Wingecarribee Shire Councils "Statement of Business Ethics" on registering with the Service.
- 1.5 Educators and Staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff and educators in the relevant service.
- 1.6 Educators and staff will be familiar with the ECA Code of Ethics and service philosophy. This will guide conduct and decision making within the service.
- 1.7 Ethical conduct and decision making will occur with reference to legislation, statutory documentation, "best practice", and through a process of critical reflection.
- 1.8 The Approved Provider and Nominated Supervisor of the service will ensure all educators and staff are made aware of their obligations through discussions, staff/educator training and meetings and opportunities to critically reflect upon ethical practice.
- 1.9 In general, our service will work with the service community in the best interests of the children and families and will act in a manner that enhances the standing of the Early Childhood Sector.

Approved By:



Nick O'Connor
Group Manager Corporate and Community

19 November 2015

