

# A – Ethical Conduct

## Children's Services Procedures

Effective From:	22 March 2021
Contact Officer:	Coordinator of Children's Services
Next review date:	2 – 4 years
File Reference:	1825/29.5
Related Policies/Legislation:	<ul style="list-style-type: none"><li>• <i>Education and Care Services National Law Act 2010</i></li><li>• <i>Education and Care Services National Regulations 2011</i></li><li>• National Quality Standard: QA 4</li></ul>
Related Documents and References:	<ul style="list-style-type: none"><li>• ACECQA (2018) Guide to National Quality Framework</li><li>• United Nations Convention on the Rights of the Child (1991)</li><li>• Wingecarribee Shire Councils Children's Services Philosophy</li><li>• Wingecarribee Children's Services Policy and Procedures</li><li>• Wingecarribee Shire Council's Code of Conduct</li><li>• Wingecarribee Shire Council's Statement of Business Ethics</li><li>• Early Childhood Australia (ECA) Code of Ethics – (Feb 2016) <a href="http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/">http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/</a></li></ul>
Superseded Procedures:	A Ethical Conduct – V1.2 – 2012. November 2015

### Purpose

Wingecarribee Children's Services (The Service), 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 are provided and is founded on respect for, and the valuing of children, families, educators and staff and the extended community.

The Service is committed to:

- Carrying out 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 (2016)
- The United Nation Conventions on the Rights of the Child (1991)
- The Service Philosophy and Policy and Procedures.
- The Education and Care Services National Regulations (2011) and associated Law.

## Scope

This procedure 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' and the adult Household members residing in their premise.

All visitors, 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 have access Wingecarribee Shire Council's Code of Conduct, through Councils website, and briefed on the significant points as a part of their Educator or Staff induction process. Council provides training on the Code of Conduct to staff through the induction process and at regular intervals.
- 1.2 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
- 1.3 Family Day Care Educators are provided with a copy of Wingecarribee Shire Councils "Statement of Business Ethics" on registering with the Service. This is also available on the Council website.
- 1.4 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.
- 1.5 Educators and staff will be familiar with the Early Childhood Australia Code of Ethics and service philosophy. This will guide conduct and decision making within the service.
- 1.6 Ethical conduct and decision making will occur with reference to legislation, statutory documentation, "best practice", and through a process of critical reflection.
- 1.7 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.
- 1.8 The 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:**



Danielle Lidgard

**Group Manager Corporate and Community**

22 March 2021