



Burton OSHC

49a Kensington Way, BURTON, SA 5110

Phone: 0488200207

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Code of Conduct Policy

We believe, that in providing high quality care and education to all of our children, good relationships amongst our educators, children and families is pivotal.

The quality of care for children, good relationships among staff, the confidence of parents and the reputation of Burton OSHC and Vacation Care service all depend on the professional attitude and behaviour of the educators and management.

As such this policy aims to provide clear guidance to educators with relation to the expectations and standards that our service holds.

Educators are expected to:

- Act in a professional and ethical manner at all times.
- Support the policies and procedures of the Service.
- Know and follow the Child Protection Policy and Procedures.
- Perform their duties to the best of their ability as outlined in the job descriptions and directed by senior educators or management.
- Comply with their legal and industrial award obligations.
- Maintain and improve their skills through participating in the educator training and development opportunities provided by the service.
- Act in ways which do not endanger the health or safety of anyone, and should encourage healthy and safe behaviour in the children by setting a good example.
- Treat all of the families and children with courtesy, honesty and respect.
- Greet and farewell children arriving or departing from the Service by name.
- Treat children equally and as individuals, regardless of gender, race, family background, culture, religion or beliefs.
- Be sensitive to the rights and feelings of the children.
- Observe confidentiality in all circumstances involving children, parents, other educators, school staff and visitors. Contact details of others must not be shared without their prior written permission.
- Attend work, and return from breaks, on time
- Use appropriate, positive language at all times. Language should be positive and labelling should be on the behaviour and not the child
- Attend work free from the influence of alcohol or other non-prescription drugs. Educators may not smoke in the building, the school grounds or anywhere within sight of the children. Educators should tell the director if they are taking any prescription medication which may affect their capacity for work (e.g. causing drowsiness).
- Come to work when they are fit enough to do so without risking injury or infection to themselves, other educators or children at the Service. When educators are unwell or injured they should not attend work and if entitled may apply for sick leave or workers' compensation.
- Help each other to maintain high quality care and high standards of professionalism.



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Educators must not discuss any child or parent with any other parent or visitor, within or outside the Service. In any situation where an educator is not sure if the information is confidential; s/he should check with the director.

Educators are expected to dress appropriately for their duties, with particular attention to safety. The following must be taken into consideration:

- Rubber thongs are not suitable for the day's work.
- Shoe string tops are not to be worn (as per our sun smart policy).
- Educator will wear a bucket hat where necessary.
- Clothing must not be offensive to educator, parents and children. Educator should not wear clothing that is deemed to be too short, tight or revealing. Educators should not wear ripped clothing and clothing with explicit language or scenes.
- Educator must wear clothing that is appropriate to the day's activities.
- Educator must maintain a professional appearance in relation to Children's Services.

It is a requirement of all employees to familiarise themselves with the content of the service code of conduct and to carry out their duties in a manner that is consistent with its values, behavioural principles and standards of professional conduct.

It is important to communicate to employees the values and principles of conduct expected of them relevant to their profession.

Contravention or failure to comply with a professional conduct standard will constitute misconduct. An employee who contravenes or fails to comply with the conduct standard may be liable to disciplinary action.

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Code of Conduct Policy relates to:

Regulations	National Quality Standard (NQS)	Other policies / service documentation	Other legislation / guidelines
168	2.3 5 6		
46, 54 118-154 169	7.1 7.2	Educator/ staff Handbook Governance and Management Policy	Long Service Act (SA) 1987 OHS&W Act (SA) 1986 Racial Discrimination Act 1975 Disability Discrimination Act 1992 Sex Discrimination Act 1984 Equal Opportunities

Resources and References:

1. Protective Practices for Staff at www.decd.sa.gov.au/docs/documents/1/ProrectivePracticesforSta.pdf
2. Early Childhood Australia Code of Ethics at www.earlychildhoodaustralia.org.au/code_of_ethics/childhood_australias_code_of_ethics.html
3. DECD Creating and Sustaining a Performance Development Culture at www.decd.sa.gov.au/hrdevelopment/pages/workforcedevelopment/performancecdevelopmentculture
4. Code of Ethics for the South Australian Public Sector at www.espi.sa.gov.au/page-351
5. Merit Selection Policy, Procedures and Instructions 2010 at www.decd.sa.gov.au/hrstaff/pages/recruitment/meritdocs/RelevantAwards
6. Award information and assistance:
 - Fair Work Australia at www.fwa.gov.au
 - Department for Education and Child Development—Human Resources at www.DECD.sa.gov.au/hr
 - Network SA at www.networksa.org.au (for award information)



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