

ARMIDALE & DISTRICT FAMILY DAY CARE

Code of Conduct

<p>Related documentation Policy/policies:</p> <p>Regulation/s/ Standards:</p> <p>Related procedures:</p> <p>References:</p>	<p>Complaint handling, Governance and management, Home visit, Promoting children’s wellbeing and resilience, Inclusion, Sustainability, Social Media and Educational program and practice</p> <p><u>National Regulations</u> 155,156 ,168 (2) (i), 170, 182 & 183</p> <p><u>National Law</u> Part 1, 3) Objectives and guiding principles 3 (2) (b) and 3 (3) (a) (b) (c) (d) (e) (f) 165, 166,167 & 168 , 301 (h)</p> <p><u>National Quality Standard</u> 1.1, 1.2, 2.1.2, 2.3.4, 4.2, 5.1, 5.2, 6.1, 7.1, 7.2</p> <p>De-registration, Management of records, Marketing and media, Photo and camera, Workplace health and safety.</p> <p>ECA’s Code of Ethics 2016</p> <p>UN Convention on the Rights of the Child</p> <p>Principles and Practices of the EYLF and MYTOP (My Time Our Place)</p> <p>AFDC’s Service Philosophy</p> <p>Department of Education & Training (Compliance and Accountability for CCMS)</p>
Date effective	December 2016
Date for review	December 2018
Purpose	To provide a guide for ethical standards of behaviour and practice that meet expectations and obligations and establish community confidence and trust in Armidale & District Family Day Care as a high quality child care provider.
Responsibility/applies	Educators, Educator’s Assistants, Relief Educators, Board Members and Service Staff

Key information:

Ethical behavior:

- is characterised by honesty, integrity, fairness, accountability and equity in interpersonal and professional relationships and in all activities.
- respects the dignity, diversity and rights of individuals and groups of people.
- is objective and consistent with commonly held community values.

Refer to ECA’s Code of Ethics (2016)

PROCEDURES:

Management, Staff, Educators, Educator's Assistants should:

- Adhere to the highest standards of professionalism and service provision and treat colleagues, families, children, visitors and members of the community with respect and courtesy.
- Consult and work in partnership with families, respecting their role as primary caregivers.
- Value children as individuals, act in their best interests and their sense of identity and wellbeing.
- Perform their designated role diligently and efficiently to ensure that the aims of Armidale & District Family Day Care are achieved.
- Demonstrate a commitment to improve their knowledge and competency to enhance the quality of their work.
- Be prepared to share resources, experience and knowledge with colleagues.
- Ensure relationships between partners are fair and equitable and that decision making is democratic.
- Avoid real and apparent conflicts of interest by acting without bias and always exercising their best professional judgement.
- Respect the right of privacy and maintain confidentiality of information in all forms of communication and record keeping. *Refer to the Social Media Policy and Management of Records and Photo and Camera Procedures.*
- Abide by the National Regulations, Law and Standards, Service Policies and Procedures and relevant legislative, industrial and administrative requirements.
- Observe safe, healthy work practices.
- Communicate openly and honestly and provide families with access to a grievance procedure that is fair and respectful.

Management and staff must comply with any lawful and reasonable direction from Armidale & District Family Day Care's Board of Directors.

Conflict of Interest

Educators, Educator's Assistants, Relief Educators, Board Members and Service Staff need to protect their integrity by recognizing and reporting any conflicts of interest e.g. financial gain*, personal knowledge that may compromise the integrity of the other party or relationship gain.

**Staff should not solicit any gifts or services which may compromise or influence them in their capacity as an employee of AFDC although gifts of a nominal value and moderate acts of hospitality may be accepted.*

Staff and Educators should ensure that all AFDC resources and equipment entrusted to them are used effectively and economically in the course of Company business. Unless permission has been obtained from the Board of Directors or management, resources and equipment belonging to AFDC should not be used for private purposes.

The AFDC letterhead is only be used for official correspondence.

Public Comment

Staff should avoid making public comments relating to official Family Day Care business or Government policy without the approval of AFDC's Board of Directors or Management and Staff involved in the political arena should ensure that their political activities are kept quite separate from their employment with AFDC.

Educators or Staff facing an ethical dilemma, and finding it difficult to decide on the most appropriate course of action to resolve it, should seek the advice of AFDC Management.