

ARMIDALE OUT OF SCHOOL HOURS CARE

Code of Conduct Policy

Related documentation Policy/policies:	Complaint Handling, Governance, Inclusion, Sustainability, Social Media
Regulation/s/ Standards:	National Regulations 155,156 ,157, 170, 182 & 183 National Quality Standards_1.1, 1.3, 2.1, 2.2, 2.3, 3.1, 4.2, 5.1, 5.2, 6.1, 7.1, 7.2
Related procedures:	Confidentiality, Management of Records, Marketing, Photo and camera, Workplace Health and Safety.
References:	ECA’s Code of Ethics 2016 UN Convention on the Rights of the Child Principles and Practices of the EYLF and MYTOP (My Time Our Place).
Date effective	November 2023
Date for review	November 2025
Purpose	To define the standards of conduct and practice expected of all partners in Armidale Out of School Hours Care.
Responsibility/applies	Board of Directors, Management, Nominated Supervisors and Educators.

Key information:

Armidale Out of School Hours Care places great value in the maintenance of trust and confidence in our services, both within the educational sector and in the public forum.

Ethical conduct is characterised by honesty, integrity, fairness, accountability and equity in interpersonal and professional relationships and in activities.

Ethical practices display respect for the dignity, diversity and rights of individuals and groups of people, and require a commitment to respect and maintain the rights and dignity of children, families, colleagues and partners in the community.

PROCEDURES:

Management, Nominated Supervisors and Educators should:

- Adhere to the highest standards of professionalism in relation to service provision, treating 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, supporting their sense of identity and well-being;
- Undertake their specified roles efficiently, with self-motivation and diligence;
- Maintain and enhance their personal and professional competencies and expertise;

- Demonstrate a commitment to improving their knowledge and competency to enhance the quality of their work;
- Ensure relationships between partners are fair and equitable and that decision making is based on sound professional judgement;
- Respect the right to privacy of all partners, unless prevented from doing so by pre-existing legislation;
- Maintain the confidentiality of all records and information regarding partners, unless otherwise directed by law;
- Abide by the National Regulations, Law and National Quality Standards, Service Policies and Procedures and all relevant legislative, industrial and administrative requirements;
- Observe safe, healthy work practices;
- Communicate openly and honestly with all partners, and
- Provide partners with access to a complaints handling procedure that is fair and respectful, when necessary.

Conflict of Interest

Management, nominated supervisors and educators should protect their integrity by recognising and declaring any perceived conflicts of interest, e.g. offers of financial gain for information, access to personal knowledge about an individual, that may compromise the integrity of Armidale Out of School Hours Care's relationships or financial or business interests.

Acceptance of Gifts and/or Benefits

Management, nominated supervisors and educators should not solicit any gifts or services which may compromise or influence them in their capacity as employees of Armidale Out of School Hours Care. Gifts of a nominal value and moderate acts of hospitality may be accepted.

Use of Company Equipment

Management and staff should ensure that all Armidale Out of School Hours Care resources and equipment entrusted to them are used effectively and economically in the pursuit of Company business. Unless permission has been obtained from Directors or management, resources and equipment belonging to Armidale Out of School Hours Care should not be used for private purposes.

The Company letterhead is only be used for official correspondence.

Public Comment

Management and staff should avoid making public comments relating to official Armidale Out of School Hours Care business or Government policy without the approval of AFDC's Board of Directors.

Political Participation

Management and Staff involved in the political arena should ensure that their political activities are kept quite separate from their employment with Armidale Out of School Hours Care

Individuals 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 or a member of the Board of Directors.