

Early Learning Code of Conduct

To view the full version of this policy (including attachments); please speak to the staff at your early learning service.

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- considering the wellbeing of each child as paramount
- maintaining a duty of care towards all children
- providing a safe workplace that is free from discrimination, bullying and harassment
- respecting the rights of the child and valuing diversity
- providing an open, welcoming environment in which everyone's contribution is valued and respected
- being proactive in supporting children that: identify as Aboriginal, have a disability, and are from culturally and linguistically diverse backgrounds, to reach their full potential
- a zero tolerance of discrimination
- encouraging parents, volunteers, students and community members to support and participate in the program and activities of our services.
- communicating openly and honestly
- continually learning how to be inclusive and respectful of cultural needs.

DOCUMENT TITLE & NUMBER	CODE OF CONDUCT POLICY			
Content Owner	Uniting Early Learning – Head of Early Learning			Page No. Page 1 of 3
Document Author	P. Silveira	Document Version	V 2.0	Policy No. 07
Date Published	08/05/2017	Revision Due Date	08/05/18	External Facing Version

Each Founding Agency Policy, Procedure, Practice Manual or Form continues to have effect on and after the Date of Establishment as Uniting to the extent that it is not inconsistent with a Uniting Level 1 & 2 Policy and until such time as Uniting replaces it.

Executive Summary

This Code establishes a standard of behaviour to be followed within Uniting Early Learning. It includes a set of professional standards for staff outlining appropriate behaviour in their relationships with children, families and colleagues at the services. It also includes expected behaviours of parents, students, volunteers, visitors and contractors.

Each individual is required to be aware of their responsibilities in relation to discrimination, harassment, vilification, negligence, mandatory reporting, privacy, occupational, health and safety and standards relating to their professional competence and accountability.

Consideration of the Code of Ethics (Early Childhood Australia) is expected of all educators. Early Childhood Teachers will be further guided by *The Victorian Teaching Profession Code of Conduct and Code of Ethics* (Victorian Institute of Teaching). Duty of care and the ethical principles of mutual respect, equity and fairness will guide all behaviours within Uniting Early Learning.

Current Environmental Context

As of 1 January 2016, Victorian organisations that provide services to children are required under the *Child Safety and Wellbeing Act* to ensure that they implement compulsory child safe standards to protect children from harm. To create and maintain a child safe organisation, *Child Safe Standard 3* requires services to develop and review codes of conduct that establish clear expectations for appropriate behaviour with children.

The following attachments contain detailed information relating to all aspects of this policy:

Attachment 7a: Responsibilities relating to the Code of Conduct Policy

Attachment 7b: Professional standards for staff

Attachment 7c: Code of Conduct for parents/guardians, students, volunteers, contractors and visitors

Form 7.1: Code of Conduct policy acknowledgement for Staff

Form 7.2: Code of Conduct policy acknowledgement for parents/guardians, students, contractors and volunteers

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Reference/Sources

This policy should be read in conjunction with the following:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved June 2015:

<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*
- *Relaxation and Sleep Policy*
- *Staffing Policy*
- *Supervision of Children Policy*
- Child Wellbeing and Safety Amendments (Child Safe Standards) Bill, Vic. 2015
- *Code of Ethics*, Early Childhood Australia: www.earlychildhoodaustralia.org.au
- Education and Care Services National Law 2010: Sections 166, 167, 174
- Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175
- National Quality Standard, Quality Area 4: Staffing Arrangements
- *Supporting Young Children's Rights* Statement of Intent (2015-2018), Australian Human Rights Commission, Early Childhood Australia
- *United Nations Convention on the Rights of the Child* (1989) www.unicef.org/crc/
- Victorian Institute of Teaching The Victorian Teaching Profession Code of Conduct and Code of Ethics: www.vit.vic.edu.au

Authorisation

This policy was adopted by Uniting Early Learning on: 08 May, 2017

Review

This policy is to be reviewed by 08 May, 2018

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