



## STAFF CODE OF CONDUCT (ELC)

### 1 PURPOSE

This code of conduct specifies a standard of behaviour for the Minaret College ELC staff that reflects the philosophy, beliefs, objectives and Islamic values of the College.

Interaction with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

### 2 SCOPE

A Code of Conduct establishes a standard of behaviour to be followed by the Approved Provider, Nominated Supervisor, Responsible Person, educators, staff, students on placement and volunteers at the service. The Code of Conduct defines how individuals should behave towards each other, towards the children in their care, and towards other organisations and individuals in the community. This document should be read in conjunction with the *Minaret College Professional Standards Policy* and *Child Safe Code of Conduct* (available from school's network and website respectively).

### 3 PROFESSIONAL STANDARDS FOR STAFF, STUDENTS AND VOLUNTEERS

#### 3.1 RELATIONSHIPS WITH CHILDREN

In their relationships with children, the Approved Provider, Nominated Supervisor, all staff, students and volunteers will demonstrate their commitment to high-quality education and care for children by:

- a) being a positive role model at all times
- b) encouraging children to express themselves and their opinions
- c) allowing children to undertake experiences that develop self-reliance and self-esteem
- d) maintaining a safe environment for children
- e) respecting the rights of all children
- f) contributing to a service environment that is free from discrimination, bullying and harassment
- g) speaking to children in an encouraging and positive manner
- h) listening actively to children and offering empathy and support
- i) giving each child positive guidance and encouraging appropriate behaviour
- j) regarding all children equally, and with respect and dignity
- k) having regard to the cultural values, age, physical and intellectual development, and abilities of each child at the service

- l) providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- m) informing children if physical contact is required for any purpose, and asking them if they are comfortable with this interaction
- n) ensuring all interactions with children are undertaken in full view of other adults
- o) encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- p) respecting the confidential nature of information gained about each child while participating in the program.

### **3.2 RELATIONSHIPS WITH PARENTS/GUARDIANS AND FAMILIES**

In their relationships with parents/guardians and families, the Approved Provider, Nominated Supervisor, educators' staff, students and volunteers will demonstrate their commitment to collaboration by:

- a) being respectful of, and courteous towards, parents/guardians and families at all times
- b) considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- c) communicating with parents/guardians and families in a timely and sensitive manner
- d) responding to concerns expressed by parents/guardians and families in a timely and appropriate manner
- e) respecting the cultural context of each child and their family
- f) working collaboratively with parents/guardians and families
- g) respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the Privacy Policy.

### **3.3 RELATIONSHIPS WITH COLLEAGUES AT THE SERVICE**

In their relationships with colleagues, the Approved Provider, Nominated Supervisor, educators, students and volunteers will demonstrate collegiality by:

- a) developing relationships based on mutual respect, equity and fairness
- b) working in partnership in a courteous, respectful and encouraging manner
- c) valuing the input of their peers
- d) sharing expertise and knowledge in appropriate forums, and in a considered manner
- e) respecting the rights of others as individuals
- f) giving encouraging and constructive feedback, and respecting the value of different professional approaches.

### **3.4 PROFESSIONAL RESPONSIBILITIES**

- a) The Approved Provider, Nominated Supervisor, educators and all staff will demonstrate commitment to their professional responsibilities by:
- b) undertaking their duties in a competent, timely and responsible way
- c) ensuring their knowledge and expertise is up to date and relevant to their role
- d) understanding and complying with legal obligations in relation to:
  - discrimination, harassment and vilification
  - negligence
  - mandatory reporting
  - privacy and confidentiality
  - occupational health and safety
  - raising any complaints or grievances

## **4 EVALUATION**

In order to assess whether the values and purposes of this code of conduct have been achieved, the Approved Provider will:

- monitor the implementation of the code of conduct
- seek feedback regarding its effectiveness
- keep the document up to date with current legislation, research, policy and best practice
- revise the code of conduct as part of the service's policy review cycle, or as required

Approved Provider PR-00002074  
Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

## **DOCUMENT CONTROL**

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