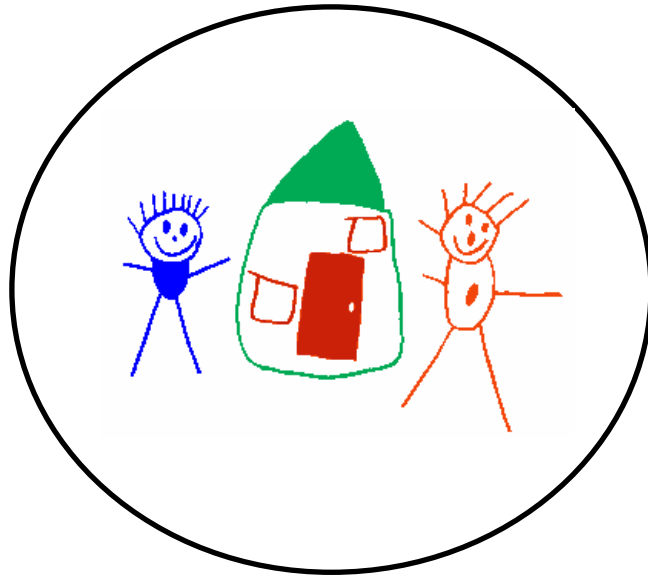


# Muswellbrook Preschool Kindergarten Inc

ABN: 516 770 731

“Learning to play: Playing to learn”



## CODE OF CONDUCT

Our Code of Conduct establishes a standard of behaviour to be followed by everyone who has any involvement with Muswellbrook Preschool Kindergarten. This Code of Conduct defines how individuals should behave towards each other, towards the children in their care and towards individuals and other organisations in the community.

The Committee and Director have a duty of care to the children attending the service and must ensure “that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury” (National Law: Section 167).

The National Quality Standard requires that “management, educators and staff are collaborative, respectful and ethical” and that “professional standards guide practice, interactions and relationships” (National Quality Standard: 4.2 and 4.2.2).

# *In relation to the Code of Conduct*

## Staff and Committee will:

- Provide a high quality, rich and meaningful early childhood education
- Conduct themselves in a professional manner with kindness and empathy.
- Abide by all child protection laws/policies and procedures at all times.
- Meet the needs of all children within our care and promote their physical, social, emotional and language development.
- In the course of his/her duties, comply with relevant legislation, professional rules and the preschools policies and procedures.
- Not post inappropriate material on social media.
- Ensure all interactions with children are respectful. They must allow for children to develop an understanding of self and others, experiment with social skills and enhance intellectual growth.
- Ensure all children are treated with respect and consideration. All children will have the opportunity to participate in all activities provided.
- Respect children's ethnicity and cultural differences.
- Ensure the dignity and rights of each child will be maintained at all times.
- Ensure child management techniques will not include physical, verbal or emotional punishment, including punishment that humiliates, frightens or threatens the child.
- Ensure children will not be isolated for any reason other than illness or accident or endangering another child or staff member
- Ensure children will be given emotional support at all times and will be provided with support in learning experiences.
- Arrive at the Preschool on time, comply by our dress code and participate in an induction process
- Understand the safety and welfare of the children in our Preschool is paramount
- Be familiar with policies and procedures and ensure they are followed.
- To have looked over our allergies and care plan folder so you are aware of those children who you may need to be sensitive to.
- Respect other colleagues and actively support them.
- Be polite and well-mannered and have regard to all those who access the Preschool
- Fulfil your responsibilities and duties to the children to the best of your ability.
- Be attentive in work health and safety matters and reporting any issues to Preschool management.
- Not abuse, deface or wilfully damage Preschool property.
- Staff are permitted to hold and comfort a child by picking the child up being aware of manual handling and work health and safety.
- Everyone will respect personal space of our parents and other staff members.

## In relation to...

### Convictions

- Advise the President or Director of any convictions that have occurred after the initial employment/screen has been undertaken.

### Conflict of Interest

- Declare a conflict of interest in a situation where a personal or professional interest may conflict with their position, obligations and responsibilities. It may also include if a person uses their influence in a way which might compromise the Preschools reputation or affect the conduct of its business.
- Avoid any situation which may result in a conflict of interest.

### Other Employment or Business

- If engaging in outside employment or business, ensure that the outside employment or business will not result in any conflict with their duties to the Preschool; and/or breach any of the requirements of their employment contract. Prior approval from the Director/Committee must be sought before engaging in the activity where conflict will be present.
- Be responsible for fulfilling their employment commitments which includes attending staff meetings and work during stand down time.

### Confidentiality and Information Security

- This Code of Conduct is not intended to prevent the Preschool from requiring employees and/or Committee members to enter into a deed of confidentiality and/or provide undertakings in relation to confidentiality.
- Only access the Preschool information needed for Preschool business.
- Not use the Preschool's information for private purposes.
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or organisation, from any information to which they have access to because of their engagement at the Preschool;
- Only use or release the Preschool's information in accordance with established Preschool policies and procedures; and
- Use and secure information appropriately and not disclose confidential information.

### Property

- Only use the Preschool property, funds, facilities and services for authorised purposes.
- Not abuse, deface or wilfully damage Preschool property.

### Respect for Others

- Treat others with respect
- Be aware of, and adhere to the Preschool's policies and procedures relating to workplace health and safety, equal employment opportunity and the prevention of unlawful discrimination (including sexual harassment) and harassment; including behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome.
- Not tolerate any form of abuse that puts another person at risk of harm (sexually, physically – with or without a weapon or psychologically), including verbally, in writing, online or otherwise
- Not tolerate any form of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- Any contact from families outside of school hours regarding any child in their care is to be referred to the Director.

### Public Statements

- Inform the Preschool as soon as any media enquiries are received.
- Ensure communication with media and wider community connections are conducted by the Director or as delegated by the Director
- May use discretion when interacting with the media on excursions and inform the Director of this interaction

### Alcohol and Prohibited Drugs

- Not be under the influence or consume alcohol on any Preschool premises while children are being cared for.

- Not consume alcohol on any Preschool premises without the express approval of the Director at any event outside of normal Preschool hours.
- Not bring prohibited drugs onto any Preschool premises.
- Not be under the influence or take prohibited drugs on any Preschool premises while children are being cared for.
- The Preschool can undertake random drug and alcohol testing as per its drug and alcohol policy.

### Security

Employees must adhere to all security policies, procedures and instructions, and ensure at all times the physical security of all Preschool premises.

### Gambling

Gambling is not permitted on Preschool premises except in the event of small office sweeps or tipping competitions (eg Footy Comps and Melbourne Cup) which require prior Director approval.

### Smoke-free Workplace

All preschool workplaces are smoke free. The smoke free zone extends to within four metres of any pedestrian entrance or exit from a workplace and carparks.

### Gifts

In general, you must not accept gifts and benefits from anyone that have more than a nominal or token value. Gifts that are deemed inappropriate in value or content, gifts given frequently or expensive gifts must be reported to the Director.

Any monetary gifts must be declared and if deemed inappropriate will be returned.

Gifts given to a child enrolled at the Preschool must not be given on an individual basis except when each child in the class receives a similar gift for the same purpose. Gifts cannot be given to an individual child where the intention is to gain advantage.

### Harassment and discrimination

You must not harass, discriminate against, or support others who harass and discriminate against children, Committee, colleagues or members of the public. This includes, but is not limited to harassment and discrimination. These can be on the grounds of gender, pregnancy, age, race (including nationality, ethnicity or religious background), political affiliation, marital status, disability, sexual orientation or transgender status.

### Neglect

The neglect of any child in your care is reportable conduct to the NSW Ombudsman and may warrant instant dismissal.

An example of neglect that might be considered harmful: an employee failing to uphold their "duty of care" to attend to a child's basic physical and emotional necessities such as not allowing the child to have access to food, appropriate clothing or medical attention.

### W.H. & S

Work Health & Safety is the responsibility of everyone at Muswellbrook Preschool. Identified risks need to be recorded through our daily safety checking systems or if of a more serious risk is identified, the Director/Administration must be immediately notified.

### Physical contact

In the course of your employment it is appropriate to comfort a child that is distressed by placing them on your knee and speaking calmly and positively. Staff need to be at all times able to be viewed by another staff member. It is not appropriate for example for a staff member to comfort a child within the outdoor shed or any secluded area of the Preschool.

### Reporting breaches of Code of Conduct

You should report any suspected breach of the Preschool's Code of Conduct to the Director or the President of the Committee, preferably in writing. This must be done with reference to the Complaints Policy.

### Families/Volunteers/Students/Visitors will:

- Respect staff's personal life and not contact staff outside of Preschool hours regarding any child enrolled at the Preschool. If contact is needed to be made, it must be directed to the Director.
- Not post any comments/material/photos on social media without the consent of all parties involved/shown in the post. And, any social media entries will only reflect the Preschool in a positive way.
- Will not engage in offensive behavior whilst at Preschool or at Preschool functions.
- Understand that appropriate authorities will be notified if you present at Preschool under the influence or suspected to be under the influence of drugs and or alcohol.
- Conduct themselves in a professional manner with kindness and empathy in their relationships with children, families, staff and visitors, including no overstepping the boundaries into personal contacts outside school, unless the child/family is already known in another capacity.
- Understand the safety and welfare of the children in our Preschool is paramount
- Be familiar with policies and procedures and ensure they are followed.
- Not abuse, deface or wilfully damage Preschool property.
- Respect other families and actively support them.
- Be polite and well-mannered and have regard to all those who access the Preschool

