

## **SECTION 4**

### **STAFFING POLICIES**

#### **4.1 Staff Professionalism Policy (Code of Conduct)**

**Aim:**

The quality of education and care for children, positive working relationships among staff, the confidence of parents and the reputation of the Centre all depend on the professional attitude and behaviour of the Centre staff and management. This policy aims to provide clear guidance to staff about the standards the Centre requires as a condition of employment.

**Process:**

1. Staff are expected to support the policies and procedures of the Centre. Where staff believe any of the policies or procedures need to be changed, they should first discuss it with the Director / Assistant Director who will take it to all staff to be a part of the decision making process. If a policy is changed as a result of this consultation process, families will be emailed a revised policy and asked to provide their feedback / opinion. Meanwhile staff should continue to follow the existing policy and procedures until a final decision has been made.
2. Staff duties are described in job descriptions. Staff should perform their duties to the best of their ability. If staff have trouble performing these duties to the required standard, they should ask for help from their Team Leader or the Director / Assistant Director.
3. Staff are expected to comply with their legal and industrial award obligations.
4. Staff must attend work, free from the influence of alcohol and other non-prescription drugs. The possession of non-prescription drugs is banned. Should a staff member be found in possession of such drugs whilst at the Centre they may face instant dismissal. Smoking is strongly discouraged and staff may not smoke on the premises (including the car-park) or anywhere within sight of the children. Staff who smoke must ensure that their clothing is regularly washed and does not smell of smoke.
5. Staff should tell their Team Leader if they are taking any prescription medication which may affect their capacity for work (e.g. causing drowsiness)
6. Staff are expected to come to work when they are fit enough to do so without risking injury or infection to themselves or the staff or children at the Centre.
7. Staff should help each other to maintain high quality education and care and high standards of professionalism.
8. A Code of Conduct has been developed by the staff at The Gums, reviewed and signed annually by all staff. (see next page)

**Relates to Quality Area 4:** elements 4.1,4.2.1, 4.22, 4.2.3 National Regulation 168 (2)(i)

# The Gums Staff Code of Conduct

This Code of Conduct has been developed by the staff in this Centre

## PROFESSIONALISM

We reflect a professional image by:

- Dressing appropriately, wearing a clean uniform and flat, covered toe shoes
- Maintaining excellent personal hygiene
- Following and supporting the Centre's philosophy, policies, and procedures
- Performing our duties (as per our job descriptions) to the best of our ability
- A commitment to providing HIGH QUALITY education and care

## COMMUNICATION

We value the importance of effective communication by:

- Using appropriate language that will not offend other educators or parents
- Participating in appropriate conversations with parents to exchange information about their child's day
- Ensuring positive relationships exist between educators, children, and families
- Welcoming feedback, comments and suggestions from families and colleagues
- Encouraging family participation in Centre activities
- Communicating the needs of children and changes to the room, to new/relief educators to ensure best possible education and care for children

## WH&S

We value the importance of a healthy and safe environment by:

- Acting as excellent role models to encourage healthy and safe behaviours
- Identifying and reporting hazards in our work area
- Recording all injuries and incidents on the appropriate report forms
- Maintaining a high standard of hygiene and cleanliness / filling out checklists

## RESPECT

We show respect by:

- Acknowledging that families and staff may have values and beliefs that differ from our own, however as educators we must adhere to best practice and research within the field of Early Childhood
- Recognising the different roles and expectations of educators working with different aged children
- Providing children with choices and a balance between quiet & active, indoors & outdoors, small group & individual and structured & unstructured activities
- Respecting the Centre's facilities, equipment, and resources, and encouraging the children to do likewise.
- Ensuring privacy and confidentiality of staff and family information

## TEAMWORK

We recognise the importance of staff relationships by:

- Treating all other staff members with courtesy, honesty, and respect
- Attending work and returning from breaks on time
- Attending staff meetings
- Supporting one another to maintain high standards of conduct and professional behaviour

I have read and understand this Code of Conduct. As a member of The Gums Staff Team, I agree to work under these conditions as set out in this document.

\_\_\_\_\_ (Please print name) \_\_\_\_\_ (Signature)