

Purpose

The policy aims to guide Greater Hume Children Services staff members and Educators in their responsibilities in relation to the following:

- Code of Conduct
- Determining the responsible person present
- Participation of volunteers and students.

Scope

Staff and management, Educators and Relief Educators.

Definitions

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Certified Supervisor: is the responsible person under the Education and Care Services National Regulations when the Nominated Supervisor is unavailable. The Certified Supervisor has agreed to the position and the specified terms under which they take the position of responsible person.

Educational Leader: the educational leader leads the development and implementation of educational programs in the service. The Service Manager has agreed to the position of educational leader at the service.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Greater Hume Children Services have adopted The Code of Ethics, developed by Early Childhood Australia. The code provides a framework for reflection about the ethical responsibilities of early childhood professionals and underpins the core values, beliefs and practices within the service. The code outlines the ethical responsibilities of Educators and staff to identify and address bias, injustice and unethical practices. The code is central to the philosophy of Greater Hume Children Services and the daily practices of its members. Staff of the service are employed by and also operate under the equal opportunity and code of conduct policies of the Greater Hume Shire.

The service will:

- i. ensure that the Early Childhood Australia Code of Ethics and/or the Greater Hume Shire Council Model Code of Conduct will guide staff and Educators on professional practice, interactions and relationships.
- ii. facilitate a culture whereby Educators, coordinators and staff members work collaboratively to further develop their skills, practices and relationships.
- iii. ensure that all interactions between service staff and Educators between each other and towards other stakeholders convey mutual respect, equity and recognition of each other's strengths and skills.

- iv. determine the responsible person available being either the Nominated Supervisor or responsible Certified Supervisor.
- v. appoint an Educational Leader who is qualified and able to lead the development and implementation of educational programs in the service.
- vi. commit to assisting students and volunteers gain valuable experience and understanding of children's services and will ensure they are monitored and supervised.
- vii. stringently assessed prior to registration to ensure they meet the qualities and characteristics to uphold the Code of Ethics and are a cross section of and reflect the values of our communities.

Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No. 75)

Greater Hume Shire Council Model Code of Conduct

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)

Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)

Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

Links to Procedures

Incident Injury Trauma and Illness Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Excursions Procedure

Child Safe Environment Educator Procedure

Child Safe Environment Office Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

References

Early Childhood Australia: website sourced 23.4.12

http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html

[New South Wales Government Department of Premier and Cabinet](http://www.eeo.nsw.gov.au/) Equal Employment Opportunity: website sourced 23.4.12

<http://www.eeo.nsw.gov.au/>

Guide to the National Quality Standard; Standard 4.2

Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)

Education and Care Services National Law Act 2010

Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook 2011-2012

Responsibility

Service Manager

Associated Records

Document Control

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Staffing Policy Incorporating Code of Conduct Determining the Responsible Person Present And Participation of Volunteers and Students		GHCS.GOV.POL.010.1	November 2013
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