

STANDARD OF CONDUCT POLICY



OBJECTIVE

Reid Early Childhood Centre sets a Standard of Conduct that is applicable to staff, parents, management and all other people attending the centre. The purpose of this policy is to ensure that all staff, parents, management and visitors are aware of their responsibilities regarding their behaviour whilst at or representing the Centre.

This policy is a requirement of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011 that require the Centre to maintain a policy regarding a code of conduct for staff members [Regulation 168 (2)(i)(i)]. However, this policy also applies to parents, students and all other people attending the Centre.

REQUIRED STANDARDS INCLUDE:

- Demonstrating respect for the Philosophy and Values of the Centre.
- Demonstrating respect for, and cooperation with, the policies, rules, guidelines and decisions that govern the operation of the Centre.
- Encouraging, valuing and respecting the contribution of both families staff, invited speakers and other support services in the development of Centre policies, rules, guidelines and decisions.
- Respect for the parents/guardians' rights to alternative views of child rearing and to be involved in the shared care of children.
- Respect for the individual's rights to privacy and confidentiality of information.
- Respect and support for all Centre staff as they endeavour to uphold the highest standards of child care as per the Education and Care Services National Law (ACT) Act 2011 and the associated Education and Care Services National Regulations 2011.
- Respect and support for diversity related to gender, age, language, ethnicity, cultural background, disability, sexual orientation and religious belief.
- Open and honest communication without physical or verbal intimidation, offensive language, aggressive gestures or unnecessary force.
- Ensuring proper care is given to, and use made of, the Centre's property, resources and assets.
- Compliance with all legislative requirements and obligations of the Centre.
- At all times demonstrate positive behaviour in the best interest of the children.

SPECIFIC GUIDANCE RELATING TO GOSSIP:

Gossip is an activity that can drain, corrupt, distract and downshift RECC staff satisfaction. Most people involved in gossiping may not intend to do harm, but gossip can have such a negative impact as it has the potential to affect a person's health and well-being and have a detrimental impact on the Centre's reputation and credibility.

Participating in or instigating gossip about another staff member, or the Centre more generally, is a breach of the Centre's Philosophy and Values and is not acceptable behaviour. It can result in a written warning that will be taken into consideration when assessing each staff member's performance as described in the Staff Performance and Management Policy. Persistent gossip may be considered a breach of the Centre's Anti-Bullying and Harassment Policy.

Gossip includes:

- talking about a person's personal life when they are not present
- negative and non-constructive comments criticising another person or the Centre's operation and management
- repeating information that can injure the credibility or reputation of a person or the Centre, including on social media
- repeating a rumour about another person, including on social media
- repeating things inadvertently overheard without first seeking clarification from the person involved or Centre management, including on social media
- repeating information given to you in confidence or without that person's permission or knowledge, including on social media

RELATED POLICIES:

Anti-Bullying and Harassment Policy
Behaviour Guidance and Management Policy
Diversity and Equity Policy
Partnership with Families Policy
Philosophy and Values
Programming and Planning Policy
Staff Performance Management Policy
Volunteers and Students Policy

SOURCES:

Education and Care Services National Law (ACT) Act 2011
Education and Care Services National Regulations 2011