**THE AVENUE CHILDREN’S CENTRE AND KINDERGARTEN**

**STAFF CODE OF CONDUCT**

**Rationale:**

The quality of care for children, good relationships among staff, the confidence of parents and our community and the reputation of The Avenue Children’s Centre and Kindergarten all depend upon the professional attitude and behaviour of The Avenue Children’s Centre and Kindergarten staff and management. There is an understanding of a shared responsibility in abiding by the Code of Conduct set for staff as a condition of employment at The Avenue Children’s Centre and Kindergarten. The Code of Conduct is the Centre’s statement of the standards of professional conduct and integrity expected of employees for the purpose of upholding the values and principles of the Centre.  The code also aims to guide employees in identifying and resolving ethical conduct issues which may arise in the course of their work and, in doing so, maintain community trust and confidence in their integrity and professionalism.

**Centre Practice:**

* All staff will greet all parents, children and co-workers in a professional and friendly manner each day
* All staff will contribute to creating an environment that acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background, children with a disability and an environment that has zero tolerance of discrimination
* Staff will promote good working relationships by treating each other with respect, courtesy and professionalism always
* Professional dialogue must take place between staff in each room to ensure that accurate information is available to parents regarding their child/ren’s activities for the day
* All staff will treat everyone with respect, including listening to and valuing their ideas and opinions
* Staff are prepared to have difficult conversations and use constructive processes to address differences of opinion
* Staff will treat each child equitably and with respect, assisting each child to build self-esteem and to feel safe and supported in our centre
* All staff will respect individual difference including age, physical and intellectual development, and cater for the abilities of each child at the centre
* All staff will encourage and assist children to undertake activities of a personal nature for themselves e.g. toileting, applying sunscreen and changing clothes
* All staff will support the policies and procedures of the centre. Where staff believes any of the policies or procedures require updating or alteration, they will first discuss the proposed changes with the co-ordinator/2IC. Meanwhile, staff will continue to follow the existing policy and procedures.
* It is particularly important that staff know and follow The Child Safe Policy and contribute to a culture of child safety
* Staff must effectively and appropriately attain professional standards as outlined in specific job descriptions
* It is vital that The Avenue Children’s Centre and Kindergarten remains a healthy and safe environment for children, staff, parents and visitors. Staff must act in ways which do not endanger the health or safety of anyone and should encourage healthy and safe behaviour in the children by setting a good example.
* All staff are encouraged to continue their professional development in consultation with the co-ordinator, educational leader or 2IC. Opportunities will be provided for staff to attend professional development sessions which will ultimately benefit both the individual and the centre.
* All staff must adhere to strict confidentiality. This involves information shared at staff or any other meetings, and also includes any information relating to personal or individual matters. In addition, staff must not speak about families or children outside work hours. Staff must at all times maintain the respect and integrity of all children, staff and families (please see Privacy and Confidentiality Policy)
* As an employer, The Avenue Children’s Centre and Kindergarten has an obligation to ensure a safe and discrimination free working environment for staff in accordance with relevant legislation (please see Harassment, Bulling and Violence Free Workplace Policy)

The **staff** are also responsible for:

* Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
* Working with colleagues, the Committee and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
* Providing guidance to parents/guardians and volunteers through positive role modelling and when appropriate, clear and respectful directions

*I hereby acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of the Code of Conduct Policy for The Avenue Children’s Centre and Kindergarten.*

*I have read the policy and I understand its contents.*

*I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst working at The Avenue Children’s Centre and Kindergarten.*

*I understand that the management will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action.*

Name Signature Date

Witness Name Witness Signature Date

Thank you for your contribution to making The Avenue Children’s Centre and Kindergarten an open, safe, welcoming and friendly environment.