

CODE OF PROFESSIONAL CONDUCT

PURPOSE	<p>The purpose of the Code of Professional Conduct is to:</p> <ul style="list-style-type: none"> • Inform Employees, Educators and members of the Committee of Management of the minimum standards for professional conduct whilst associated with Castlemaine Childcare Co-operative (Castlemaine Child Care Centre and Mt Alexander Family Day Care - “the Organisation”). • Ensure the Service is reflected in the best possible way by Committee Members/Staff/Educators. • Uphold the good name of the Organisation. • Recognise that the Organisation is a cluster of people to whom professionally binding policies and expectations apply.
VALUES	<p>The values underpinning the Code of Conduct are:</p> <ul style="list-style-type: none"> • Professionalism, respect, loyalty and commitment to the Organisation. • Quality in service provision. • Commitment to and participation in a collaborative approach at all levels. • Adherence and commitment to organisation’s philosophy
STANDARDS OF BEHAVIOUR	<p>The following standards of behaviour and professional conduct must be practiced at all times:</p> <ul style="list-style-type: none"> • Respect the rights, needs, customs, beliefs and dignity of all individuals. Services are to be rendered without discrimination, fear or favour, regardless of age, gender, race, condition, nationality, creed, political views, spiritual values, or social status. • Respect the privacy of all stakeholders and hold information entrusted to you in confidence, except where disclosure is required by law or where there is substantial risk of serious avoidable harm to the person/s involved. • Notify the Management Committee/Director of any anticipated termination of service.
STANDARDS OF COMPETENCE	<p>Educators/Staff are required to possess and maintain suitable standards of competence (i.e. qualifications/training and/or experience, including an ongoing commitment to professional development and learning) to undertake their responsibilities. Competence refers to the knowledge and skills base of a professional, their obligation to maintain, develop and evaluate their practice standards. It also involves recognition of the skills of other professionals.</p>
STANDARDS OF PRACTICE	<p>Educators/Staff will be aware of currently accepted standards of practice, including the ECA Code of Ethics, the Victorian Child Safe Standards, and UN Convention on the rights of the child, and regularly evaluate their position in relation to those standards. This will require regular continuing education (a responsibility shared by the Organisation and the Educator/Staff Member) and willingness to share professional ideas, knowledge and skills with colleagues. Participation in the implementation, ongoing development and monitoring of policies and procedures that promote safe, efficient and effective practices is expected.</p>
WORK PERFORMANCE	<p>Where performance or behaviour standards are not met, the Director/Assistant Director will raise such matters informally with the person in order to rectify any aspects.</p> <p>Where standards are not met and formal action is necessary, refer to the Disciplinary Policy/Procedure.</p>
CO-OPERATION	<p>Employees/Educators/Committee Members are expected to work co-operatively and follow lawful and reasonable instructions at all times to achieve the common goals and objectives of the Co-operative.</p>
APPEARANCES	<p>Employees/Educators should ensure that their standard of appearance is neat, clean, and appropriate for their area of work. A high standard of personal hygiene is expected at all times.</p>
MEDIA RELATIONS	<p>Employees/Educators/Committee Members shall refer all media enquiries regarding the Co-operative and its operations/service directly to the Director and/or the Management Committee Chairperson and will not accept media interviews in relation to the Co-operation.</p>

