

Family Day Care

Code of Conduct Policy



Merri-bek
City Council

Section: 4 Staffing Arrangements

Policy ID Number: 4.5

Link to National Quality Standard: 4.2

Link to Education and Care Services National Legislation: r168

1 Policy Statement

Family Day Care sets the standards required for conduct of all staff and Educators within the program. These are outlined in the Educator Agreement, the Merri-bek Council Employee Code of Conduct and service policies and procedures.

Family Day Care has adopted the Early Childhood Australia (ECA) code of ethics to describe the way we aspire to work with children, families and colleagues, and within the child care profession.

2 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

The [Merri-bek City Council Employee Code of Conduct](#) prescribes the behaviours expected by all Coordination Unit Staff. As contractors Educators are also required to adhere to the code of conduct.

The Early Childhood Australia Code of Ethics [ECA Code of Ethics - Early Childhood Australia](#) is a set of statements about appropriate and expected behaviour of early childhood professionals, and will be used by Family Day Care to guide professional practice.

3 Procedures

- The Employee Code of Conduct is provided to all Coordination Unit staff when they join Council, and it is reinforced in new staff induction sessions. Staff are required to familiarise themselves with the code of conduct and ensure adherence to its requirements.
- Coordination Unit staff and Educators will adhere to the requirements of all Council policy and procedures.
- Any breaches to the Code of Conduct or Council policies and procedures by a staff member will be managed following Councils processes.
- The Employee Code of Conduct is provided to new Educators as part of their orientation. Educators are required to familiarise themselves with the code of conduct and ensure adherence to its requirements.
- The Educator Agreement outlines Educator requirements including their conduct as an Educators. All new Educators sign an Agreement with the Coordination Unit prior to commencing and existing Educators sign an Agreement annually.
- Any breaches to the Educator Agreement will be managed using the Agreement and service policies and procedures.
- Coordination Unit Staff and Educators are provided a copy of The ECA Code of Ethics on employment or registration. It is intended to guide and support practice and professional standards.

4 References

- [Early Childhood Australia, Code of Ethics](#)
- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Service Agreement
- Merri-bek City Council Employee Code of Conduct
- Merri-bek City Council policies and procedures

Revision History

| Date | Revision No. | Revision Section | Revision Description |
|----------------|------------------|------------------|--|
| December 2016 | 1.0 | All | Initial Policy Release (creation date) |
| September 2021 | 2.0 | All | Updated from old Policy to new format and current information. |
| October 2023 | 3.0 | All | Updated from old Policy to new format and current information. Updated to refer to the latest version of the Employee Code of Conduct policy (July 2023). |
| October 2027 | Next Review Date | | |