### CODE OF CONDUCT: Version 4 (September 2017)

**EDUCATOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All Educators and staff members agree to abide by this code of conduct. Whilst the Approved Provider/ Nominated Supervisor are ultimately responsible for ensuring the code of conduct is adhered to, all educators and other staff members will assist in maintaining the code.

#### Care of Children:

The Approved Provider / Nominated Supervisor, Educators and other staff members must, in relation to each child, at Holistic Approach Family Day Care Scheme, ensure that:

1. The health, welfare, and progress of the child are promoted, and
2. The child is provided with a range of activities designed to promote social, emotional, cognitive, cultural and physical development, and
3. The child is (where appropriate) provided with regular and varied meals and refreshments, having regard to the child’s age and to community practices, and
4. The child is provided with educational and recreational activities (both on an individual and a group basis) that are suitable and adequate for the needs and interests of the child.

#### Sleeping Arrangements:

The Approved Provider / Nominated Supervisor and Educators must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the Service are met having regard to the ages, developmental stages and individual needs of the children.

The Approved Provider / Nominated Supervisor and Educators must ensure that:

1. All cots meet Australian Safety Standard requirements.
2. Each bed or cot for children at the education and care service is equipped with a clean and comfortable mattress and bed clothing that is appropriate to the climate.
3. All bed clothing is kept clean and in a satisfactory condition.
4. No child sleeps in the same room as an adult.

#### Supervision of Children:

The Approved Provider / Nominated Supervisor, Staff and Educators must ensure that children at Holistic Approach Family Day Care Scheme are adequately supervised, having regard to their ages, physical and intellectual development by an educator at all times. (refer Supervision Policy)

The Approved Provider/ Nominated Supervisor must ensure that no educator is allowed to supervise children unless the educator:

1. is a registered educator with our scheme
2. is sympathetic to the welfare of children.
3. has adequate knowledge, understanding and experience of children so as to be capable of meeting their needs.
4. is able to adequately care for and supervise children.
5. is of suitable age, health and personality to care for children and
6. is of good character.
7. has received suitable training in the proper care of children.

**Injury and Illness:**

If a child is injured or becomes ill or suffers a trauma while at Holistic Approach Family Day Care Scheme the Approved Provider / Nominated Supervisor, Educators, other Staff members and / or volunteers must follow the policies and procedures of the scheme (refer Illness and Injury Policy).

**Administration of Medication:**

Approved Provider / Nominated Supervisor, Staff and Educators must ensure that a child must not be given medication unless: (refer Medication Policy)

1. that administration is authorized by the appropriate parent / guardian.
2. the medication has been prescribed by a registered medical practitioner, from its original container bearing the original label to whom the medication is to be administered and before the expiry and use by date.

**First Aid Kits:**

The Approved Provider , Nominated Supervisor, Staff and Educator’s must ensure:

1. that there is a suitable and fully stocked first-aid kit at the education and care service, and available on excursions.
2. that at all times the educator holds an approved qualification in the administration of First Aid and Anaphylaxis and Asthma Management.
3. that all first-aid equipment, medicine, drugs and other substances potentially harmful to children are stored in cupboards that are secured by means of childproof locks.

#### Discipline of Children:

The Approved Provider / Nominated Supervisor, Educators and all staff must ensure that each child at Holistic Approach Family Day Care Scheme: (refer Behaviour Guidance Policy)

1. is given adequate positive guidance towards socially acceptable behaviour, and
2. is not subject to or threatened with:
* any form of punishment.
* any punishment that takes the form of immobilisation or force-feeding.
* any punishment that is intended to humiliate or frighten the child.

#### Children not to perform Unreasonable Duties:

The Approved Provider / Nominated Supervisor and all other members of Staff must ensure that a child at Holistic Approach Family Day Care Scheme is not required to perform duties that are unreasonable, having regard to the child’s age, physical, and intellectual development.

#### Children not to be released into the Care of Strangers:

The Approved Provider / Nominated Supervisor, Staff and all Educators must ensure that no child leaves Holistic Approach Family Day Care Scheme in the care of any person other than:

1. a parent / guardian of the child.
2. an authorised nominee named in the child’s enrolment record.
3. a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises.

**Confidentiality:**

All staff and educators will ensure that they maintain and respect each individual’s right to privacy and confidentiality.

Information regarding families and children’s needs, will be shared between the Educator and Holistic Approach Family Day Care Scheme Consultants in the best interest of the child.

That permission to share information will be sought from parents except in child protection matters. (refer Confidentiality and Child Protection Policy)

**Conflict of Interest:**

Individuals must maintain their professional integrity by recognising and reporting potential conflicts of interest.

**Fair and Respectful Behaviour:**

Holistic Approach FDC Educators and staff are to communicate honestly and openly and will value each person’s point of view. HAFDC welcome diversity and engage in inclusive practices.

(refer Complaints Handling Policy)

**Right and Responsibilities:**

Out of respect for children our Scheme’s practices will acknowledge the rights of each child and will include the child’s rights to:

* A voice
* Dignity and respect
* Participation
* Quality experiences whilst in care
* Be a child
* Learn through play

#### Notification of Death:

The Approved Provider must notify the death of a child at the Education and Care Service to the Regulatory Authority as soon as possible and within the 24 hours of the incident.

**I agree to abide by the Holistic Approach FDC Policies and Procedures and will ensure I am up to date and familiar with the changes as they occur.**

**I the Educator acknowledge by signing this Code of Conduct I agree to abide by all of its content and practices.**

**This Code Of Conduct is signed on this date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**effective from \_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(month) \_\_\_\_\_\_\_\_\_\_\_\_\_(year).**

**Educator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Educator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sources / Relevant Legislation:**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Guide to National Quality Standards 2011

NSW Department of Education & Communities

Early Childhood Australia Code of Ethics

**REVEIWED:**

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| Version | Date | Responsible Person |
| 1 | February, 2014 | Tracey Yeomans |
| 2 | March, 2015 | Vicki Carmichael / Tracey Yeomans |
| 3 | March, 2016 | Vicki Carmichael / Tracey Yeomans |
| 4 | September 2017 | Vicki Carmichael / Michelle Florimo |