



## Staff Code of Conduct Policy (SA 1)

---

### Policy Rationale

Cooks Hill Preschool enjoys a reputation as a caring Early Childhood service, and all staff and volunteers are supported to display a high standard of professional conduct through their interactions with children, staff, families and the community.

All new employees will complete the Staff Orientation Training procedure, when they begin work at our Preschool.

### Strategies, Practices and Procedures

- All educators will have an understanding of the Education and Care Services National Regulations 2011.
- All educators will be familiar with the Cooks Hill Preschool Philosophy, and will use this to guide their practice and conduct.
- All staff are provided with a copy of the Early Childhood Australia Code of Ethics which is the foundation for our professional conduct expectations.
- All educators are to be guided by the Early Years Learning Framework. All educators will receive a copy of this framework, and be supported to implement this pedagogy through staff meetings and information from the Educational Leader.
- The Nominated and Certified Supervisor will work with new employees to work through the Staff Orientation Training procedure, answering any concerns or questions the new employee may have.
- All staff are given a copy of their job description upon employment, which further outlines their expected roles and conduct.
- The Nominated Supervisor will ensure that all educators are supported to reflect on their conduct and practice through six monthly self reflection assessments.

### *Staff Development*

Cooks Hill Preschool supports the belief that on-going training is an essential element of staff development. This commitment is demonstrated by;

- Subscription to professional journals.
- Memberships in professional organisations
- Regular purchase of recent reference texts.
- Attendance at in-service events.
- Sharing information at staff meetings
- We encourage the employment of a diverse staff, who each bring to our service different qualities, interests, specialities, qualifications and experiences; which ultimately compliment the needs of our families.
- We acknowledge that some staff are currently studying courses on early childhood education. We encourage these staff members to share their current knowledge and training at staff meetings.

### **Links to Legislation & National Quality Standards**

- Education and Care Services National Regulations 2011: 168
- Guide to the National Quality Standard ACECQA (2011): 4.2, 7.1.2

### **Links to other Policies & Documents**

- Interactions with Children Policy (RC 1)

---

**Policy Reviewed :**      DECEMBER 2013