



4.6 Code of Conduct Policy

Policy number: 4.6
Date last reviewed: December 2024
Reviewed by: Child Services Team

This policy relates to	
Human Services Quality Framework	
National Quality Standards Early Childhood Education & Care	4.2.2, 5.1, 7.1.1, 7.1.2, 7.1.3, 7.2.3

Purpose

Participants in the service are required to act in a way that promotes respect and tolerance to others, ensures that children are always cared for in a safe and secure environment and upholds the reputation of Beaucare Child Care Services.

Policy

Participants (educators, family members, parents and coordinators) who are engaged in service activities or are seen to be representing the service are required to act in a professional, respectful and appropriate way:

- Promote at all times and commit to providing an environment that supports the safety and wellbeing of children, and undertake responsibility at all times to observe and report any situation where harm may have or may be occurring. Responsibly act on behalf of children and families and report any concerns of possible harm or observed harm.
- Interact with members of the public and members of the service (parent’s family members, children, and staff) with courtesy, respect, and sensitivity to their rights and individual needs, including cultural diversity.
- Maintain honesty and integrity in all work practices and communication.
- Maintain the ability to make professional decisions without personal bias, acknowledge and alert colleagues where conflict of interest may exist or be seen to exist, and take steps to ensure a non-biased approach is achieved. Ensure that decisions and actions are based on an ethical basis and that no information leads to improper advantage or financial gain. Ensure that personal preferences, beliefs, political views and affiliations do not influence decision making or performance.
- Respect individual’s rights to privacy and undertake to keep personal information confidential (except to meet legislative requirements or where the safety of children is at risk).

- Work within clear boundaries that are outlined in the policies and procedures of the service, adhering to all legislative requirements.
- Maintain a professional relationship with clients and service users, at all times working within an ethical framework.
- Provide a service that is non-judgemental to all users and promotes equal access and equity of practices.
- Commit to providing an environment that encourages feedback and evaluation of practices
- Undertake an advocacy role for the well-being of children and their families where appropriate.
- Offer support and acknowledgement to families through referral or practice.

Associated Beaucare Policies and Documents

[Appendix F QIP and Compliance](#)

Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Beaucare Policy and Procedure Manual Code of Conduct

CSEAQ Industrial Relations Manual Section 11

Australian Public Service Commission: *Code of Conduct*

<http://www.apsc.gov.au/conduct/index.html>

Commission for Children, Young People and Child Guardian: *Working with Children Kit – Media Release*

www.ccydpcg.qld.gov.au/pdf/media/WWCKit070704.pdf (7/3/11)

Family Day Care Australia

www.fdca.com.au