



# Code of Conduct Policy

## Covers

- Nurturing Family Day Care Scheme Philosophy
- Code of Conduct
  - Education and Care Services Law and Regulations
  - National Quality Standards
  - Early Childhood Australia's Code of Ethics

## Intention

Nurturing Family Day Care Scheme holds the protection and wellbeing of children as paramount in the operation of all registered residences and venues.

The code of conduct provides a framework for all individuals associated with a registered residence or venue, including all educators, the coordination team, management, approved provider and parent/s or guardian/s to always guide practices.

## Overview

This policy, and all policies and procedures that are associated with the Code of Conduct Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

### Nurturing Family Day Care Scheme's Philosophy

The approved providers and all associated personnel believe that children learn best when they enjoy what they are doing, and that childhood is a time when the world seems full of wonder. Therefore, the scheme partners with family day care educators that provide environments that promote a sense of belonging, as well as opportunities that instigate connections and creative locations to explore.

The registered residence or venue's environments are places of inspiration, where curiosity is encouraged and where minds grow and expand through play.

Nurturing Family Day Care Scheme believes that with these solid foundations, children will exceed.



The philosophy provides a framework for all individuals associated with a registered residence or venue, educators, coordination team, management, approved provider and parent/s or guardian/s to always guide practices.

Nurturing Family Day Care Scheme has a commitment to ensuring that all individuals connected with registered residences and venues, families and staff feel supported in the important work that they do.

Within Nurturing Family Day Care Scheme, all associated personnel in a position of management, endeavours to support educators to create an environment that is inclusive, promotes exploration, learning through play and abundance of opportunities for self-discovery, supporting children's individual needs, interests, and abilities.

Nurturing Family Day Care Scheme believes all children have the right to be treated equally and with respect, regardless of race, language, ability, or gender.

Early education is fundamental for future learning and as such educators will provide programs that are designed to prepare children for their transition to the wider community and help them become confident, independent active members of society.

### **Nurturing Family Day Care Scheme's Philosophy**

#### **We believe:**

- Educators will provide a safe, well supervised environment for children to explore, play and exceed.
- Educators will provide educational and creative programs from an approved learning framework based on individual and group observations.
- Educators will provide experiences to enrich children's awareness of the environment and provide a sense of connection to the natural world.
- Educators will provide opportunities for children's learning about living healthy lives.
- Educators will be honest, having open communication with families, respecting their rights and opinions. Interactions will convey respect and recognition of family's skills and strengths.
- Educators will encourage family involvement and feedback into the development and delivery of our educational programs.

### **The Code of Conduct**

This will be used to guide all associated personnel's practices at all times.

Educators, the coordination team, the approved providers, and management will -

- At all times respect any person involved in the provision of education and care, treating them courteously and with dignity.
- Adhere to the legal framework and the systems that govern Nurturing Family Day Care Scheme.



- Ensure the rights of the child at all times; treating all children with courtesy, kindness, respect and equality.
- Ensure that all individuals are treated without bias regardless of ability, gender, religion, culture, family structure economic status or ability.
- To preserve conduct that is not discriminatory or harassing to others, guarantee that behaviour is not offensive, discriminatory, threatening, or exclusive.
- Report any concerns of child safety to Nurturing Family Day Care Scheme and to the required regulatory authorities.
- To observe the Scheme's Complaints Policy and resulting procedures.
- Maintain confidentiality of any and all information relating to the children and families, educators and their families and the coordination team.

Educators will in relation to registered residences or approved venues, equipment, and facilities -

- Ensure that the environment is safe each day before commencing education and care by completing a daily safety audit of the environment of which will be declared on an electronic application.
- Maintain the registered premises, registered areas (as highlighted within the residence) within and the building to safeguard that any equipment or facilities used, complying with the Education and Care Services Law and Regulations.
- Actively design environments with inclusivity of all children and families in mind. All equipment is suitable and of an adequate amount for children's play. Educators will take into account cultural diversity and will keep equipment maintained so it does not pose a risk to children.
- Fencing of pools must be maintained so they comply in accordance with the standard of the Swimming Pool Act 1992 at all times and it is checked monthly.
- Ensure that appropriate telephone, first aid kits, fire safety equipment are available in operating order and maintained in accordance with expiry dates.
- Fencing will be as such that it prevents children from crawling under, over or through it. Fences will also act as to impede intruders from entering the premises.
- Endeavour to carry out required repairs of the registered residents or venues, within a time frame determined with consultation between the approved provider and the educator.
- Complete all required risk assessments of the registered residence or venue, upload these to an electronic application and notify the approved provider if renovations or alterations are to occur on the registered premises or venue.

Educators will in relation to the education and care of children -

- Always adhere by the educator to child ratio in accordance with Education and Care Services Law and Regulations.
- Supervision will be active and adequate ensuring that family day care educators are immediately able to assist a child at risk or in distress.
- Conscientiously provide high standards of care, maintaining a program that is based on the developmental needs and best interests of the child.



- Will adhere to the Excursion and Transportation Policies and procedures before children leave the registered residence or venue.
- Incorporate the wider community into the program.
- Children will never be left alone with a person who is not a NFDCS educator or in a vehicle, will use restraints that have been checked for compliance annually and are of a type that is suitable for the child's age and stage of development.
- Medication will be administered as per the Medication Policy. For children requiring immediate medical attention, emergency services will be called.
- Educators will not subject children to any form of corporal punishment or any discipline that is unreasonable.
- Educators will always demonstrate good hygiene practices and use infection control procedures to avoid cross contamination or infection when a child/ren are sick.
- Educators will follow the Sleep and Rest Policy.

Educators in relation to records will -

- Create and maintain all records as required by the Education and Care Services Law and Regulations.
- These records will be stored on an electronic application and as required by the Collection and Storage of Confidential Documents Policy.
- Keep up to date records on about the program, as required by the Education Program Policy.

Educators will in relation to their conduct -

- Adhere to the Early Childhood Australia's Code of Ethics, using the Code of Ethics as a guide for their professional behaviour.
- Educators will ensure that parent/s or guardian/s of the child/ren can -
  - Contact/visit the child/ren at any time during the hours the child/ren are in education and care.
  - Can exchange information about the health, wellbeing and conduct of the child/ren at mutually beneficial times.
- Educators will adhere to all court orders, not sharing any information concerning the child and contacting the approved provider if contact is sort.
- Notify parent/s or guardian/s of a child's illness or any other concerns with the child's health while in education and care.
- Follow all reasonable requests from parent/s or guardian/s in the provision of education and care unless these conflict with Education and Care Services Law or Regulations, National Quality Standards or Early Childhood Australia's Code of Ethics.
- Attend regular training, ensuring that learning is ongoing and that required professional development is always maintained.
- Notify parent/s or guardian/s and the approved provider of planned holidays with 2-weeks' notice.

Parents will -

- Respect the Nurturing Family Day Care Scheme's operations within the legal framework of Education and Care Services Law and Regulations.



- Be courteous of any parties involved in the provision of education and care, treating them with respect.
- Avoid conduct that is discriminating or harassing to others.
- Provide all requested information to Nurturing Family Day Care Scheme and the educator.
- Adhere to the contracts as set out in the Complying Written Agreement and the Family Enrolment Form/Declaration Form.
- Recognise that educators will follow all reasonable requests from parent/s or guardian/s in the provision of education and care unless these conflict with Education and Care Services Law or Regulations, National Quality Standards or Early Childhood Australia's Code of Ethics.

#### Coordination team –

- Will endeavour to ensure that all individuals attached to a registered residences or venue adhere to the Education and Care Services Law and Regulations, National Quality Standards, Early Childhood Code of Ethics and the Nurturing Family Day care Scheme Policies and Procedures.
- Behaviour and performance will be professional, with coordinators acknowledging and acting accordingly as representatives of Nurturing Family Day Care Scheme.
- Adhere to Education and Care Services Law and Regulations, National Quality Standards, Early Childhood Australia's Code of Ethics and the Nurturing Family Day Care Scheme's Policies and Procedures.
- Ensure that they follow requirements of Tax and Family Assistance Law.
- Ensure that they follow the requirements of the Privacy Act 1998.
- Ensure that they follow the recommendations of the Occupational Health and Safety Act 2000.
- Coordinators will commit to ongoing professional learning.
- Be responsive to feedback from educators, parent/s or guardian/s and the approved providers.
- Build links in the community through networking and engaging within community services.
- Mentoring and supporting all individuals of registered residences and venues, this will be on assessed on the needs of the individuals and refer to the approved provider if they believe they have a conflict of interest.

## Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- **Section 165, Offence to inadequately supervise children.**
- **Section 167, Offence relating to protection of children from harm and hazards.**
- **Section 169, Offence relating to staffing arrangements**
- **Section 174, Offence to fail to notify certain information to Regulatory Authority.**
- **Reg 89, First Aid kits.**
- **Reg 98, Telephone or other communication equipment.**
- **Reg 100, Risk assessment must be conducted before excursion.**
- **Reg 101, Conduct of risk assessment for excursion.**
- **Reg 102, Authorisation for excursions.**



- Reg 104, Fencing.
- Reg 116, Assessments family day care residences and approved family day care venues.
- Reg 136, First aid qualifications
- Reg 168, Education and care services must have policies and procedure.
- Reg 176, Time to notify certain information to Regulatory Authority.

National Quality Standard (Updated February 2018)

- 2.1, Each child's health and physical activity is supported and promoted.
- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.1.3, Healthy eating and physical activity are promoted and appropriate for each child.
- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- 3.1.1, Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

Early Years Learning Framework

Family Day Care Safety Guidelines – 6<sup>th</sup> Ed.

Kidsafe Queensland

Pool fencing and safety laws – Queensland Government

Swim Australia

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017



June 2018  
November 2018  
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November 2022  
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