



# Our Staff Code of Conduct

Greenvue Kindergarten Pty. Ltd. has both moral and legal obligations to ensure the safety and well-being of all children, staff and visitors to the kindergarten.

To help us to meet these obligations, we require that all our staff members agree to abide by our Code of Conduct - a code specifying the behavioural rules and principles that we would like them to follow in their interactions with children and families at the kindergarten.

## Rationale

The quality of care for children, good relationships among staff, the confidence of parents and our community and the reputation of Greenvue Kindergarten all depend upon the professional attitude and behaviour of all staff members and management. There is an understanding of a shared responsibility in abiding by the code of conduct set for staff as a condition of employment / placement at our service. The code of conduct applies to all staff members (permanent, casual and part time), as well as all volunteers and trainees.

## Service practice

1. Staff will greet all parents and carers in a professional and friendly manner each day.
2. Professional dialogue must take place between staff on & off the premises to ensure that accurate information is available to families regarding their child/ren's activities for the day.
3. Staff will support the policies and procedures of the centre. Where staff believe any of the policies require updating or alteration, they will first discuss the proposed changes with the Director. Meanwhile staff will continue to follow the existing policy and procedures.
4. It is particularly important that staff know and follow the child protection policy and procedures.
5. Staff must effectively and appropriately attain professional standards as outlined in specific job descriptions. Induction procedures will be undertaken and monitored by the director.
6. It is vital that the service remains a healthy and safe environment for children, staff, families and visitors. Staff must act in ways which do not endanger the health or safety of anyone, and should encourage healthy and safe behaviour in the children by setting a good example.
7. Good quality Early Childhood Education & Care relies on effective teamwork and good relationships by treating each other with respect, courtesy and professionalism at all times.
8. All staff are encouraged to continue their professional development and in consultation with the director, opportunities will be provided for staff to attend courses and training which will ultimately benefit both the individual and the service.
9. Permanent part time staff are expected to attend staff meetings to promote continued high quality of the service.
10. It is a condition of employment that staff will abide by the confidentiality policy as issued by the director.
11. Staff will treat each child equitably and with respect, assisting each child to build self-esteem and to feel safe and supported in our service.

Thank you.  
GREENVUE KINDERGARTEN Pty. Ltd.