

# CODE OF PROFESSIONAL CONDUCT POLICY



## 1 PURPOSE

1.1 The purpose of this Code of Professional Conduct is to promote professionalism, confidentiality and ethical behaviour, and to inform children, families, and the community of the standard of professional conduct they can expect from all the Organisation's staff.

## 2 SCOPE

2.1 This policy applies to all staff members of the Organisation including owners, managers, teachers, contractors, casual employees, students and volunteers.

## 3 GLOSSARY

3.1 Terms not defined in this document may be in other policies of this organisation.

### Terms and definitions

**Organisation:** Mosman Dance Academy Pty Ltd

**Child Safe:** The *Education and Care Services National Law Act (2010)* and Regulations (2011) require Children's Services to have policies and procedures on the governance and management of the service. In accordance with the National Child Safe Organization Principles, the Organisation commits to ensuring Child Safety and well-being is embedded in organisational leadership, governance and culture.

**Manager/Management:** For the purpose of this policy this title refers to the person in charge of the Children's Service daily. This role may sometimes be referred to as Coordinator, Manager, Director, Team Leader, according to the individual service.

**National Regulations (2011):** where there is reference to the *National Regulations (2011)* this applies to the Australian Education and Care Services *National Regulations (2011)*, or the country, state/territory equivalent. Where regulations are not applied, services will follow the Australian Education and Care Services National Regulations as best practice.

**National Law:** where there is reference to the National Law this applies to the *Australian Education and Care Services National Law (2010)*, or the country, state/territory equivalent. Where legislation is not applied, services will follow the *Australian Education and Care Services National Law (2010)* as best practice.

**Please refer to Section 7 for region specific legislation and regulations.**

## 4 POLICY STATEMENT

4.1 The Organisation is committed to:

- Enacting the Code of Professional Conduct which ensures staff and volunteers have a sound knowledge of children's rights, and the related accountabilities.
- Upholding ethical principles including those covered in the National Child Safe Principles.
- Promoting professional standards that guide decision making, relationships and practice.

## 5 PROCEDURE

### Commencing employment

5.1 On commencing employment with the Organisation, all staff:

- are provided with a copy of: Code of Professional Conduct Policy ("this policy"), Child Safe Code of Conduct and Child Safety and Wellbeing Policy.
- have a clear understanding of their ethical responsibility and act if they are witness to any unethical practices occurring within the academy;
- agree to follow the procedures of this policy and our Child Safety and Wellbeing Policy; and
- have the opportunity to approach Management with any questions they have regarding the Code of Professional Conduct.

### Management responsibilities

5.2 The responsibilities of Management and/or the Responsible Person in Charge are to:

- implement this policy;
- abide and be familiar with relevant legislation, in particular the *National Law* and the *National Regulations (2011)*;
- abide by ethical standards and use them as a guide to reflect on professional behaviour;
- represent the Organisation in a positive manner;
- ensure a safe and discrimination-free working environment for staff in accordance with relevant legislation;
- ensure all teachers, contractors, casual employees, students and volunteers (and any other persons involved with the Organisation) adhere to clear guidelines regarding appropriate interaction and communication with one another, and with children at the academy;
- implement the Organisation's philosophy, policies, procedures and practices;
- respect the right to privacy, refraining from disclosure of confidential information of children, families, colleagues or the centre; and
- ensure all staff, casuals, agency staff, volunteers, students and visitors are informed of this policy upon arrival, employment or enrolment.

### Staff team responsibilities

5.3 The responsibilities of the Staff Team are to:

- respect the individual needs, cultural practices and beliefs of children, parents/guardians and families and colleagues in all interactions, both verbal and non-verbal;
- provide guidance to parents/guardians, casuals, agency staff, volunteers, students and visitors through positive role modelling and, where appropriate, clear and respectful directions and feedback;

- ensure practices and procedures are in place to ensure that parents/guardians, or other adults participating in the educational programs, are not placed in a situation where they are left alone with a child;
- abide by and be familiar with relevant legislation, in particular the *National Law* and the *National Regulations 2011*;
- understand and implement the philosophy, policies, procedures and practices of the Organisation and take an active interest in their development and review;
- respect the right to privacy, refraining from disclosure of confidential information of children, families, colleagues or the centre;
- represent the Organisation in a positive manner; and
- abide by this policy.

## **Compliance with the law**

5.4 All staff members are required to ensure they comply with state and federal laws and regulations for their region.

## **Drugs, alcohol and smoking**

5.5 Smoking/Vaping is not permitted on the premises. Staff that smoke before commencement of their shift or on their break must do so away from the premises and ensure they wash their hands as part of good hygiene practices before commencing or resuming their duties.

5.6 Staff must not be affected by alcohol or drugs whilst attending the workplace. Staff should not be affected by prescription medication that impairs their capacity to supervise or provide education and care to children.

## **Cameras, photographs and videos**

5.7 As part of the program planning process and information sharing with families, photographs of children engaging in activities may be taken to assist in documentation and to enrich the program. To ensure privacy, parents must sign the consent on their child's enrolment form to allow photos of their child to be taken.

5.8 Should the use of video be required to support planning or for any other purpose, permission will be sought from the families of the specific group of children this relates to.

5.9 Photos and videos are not to be taken on staff members' individual/personal phones or cameras. Staff personal phones or cameras are not permitted in restrooms and should remain in staff room and/or always switched off. Personal phones can be accessed by staff during their break time only or if required for teaching purposes.

## **Social media and communication with students/parents**

5.10 The following applies to all owners, teachers, contractors, casual employees and volunteers in relation to any personal/private device, social media platform or messaging service:

- not permitted to 'follow' any student or parent of the Organisation.
- not permitted to have students or parents of the Organisation 'follow' them.
- not permitted to communicate with any student or parent via social media or messaging application.
- not permitted to 'post' on personal/private social media accounts any image containing students or parents of this Organisation.
- any attempt by a parent or student of this Organisation to communicate or 'follow' must be declined and reported to Management.

- not permitted to keep/store any contact information of students or parents of this Organisation.
- not permitted to contact students or parents of this Organisation.
- all communication between students and parents of this Organisation is to take place at the location of the academy or directed through management.

### **Staff attire**

5.11 All staff are expected to dress in a professional and appropriate manner to promote the professional image of the Organisation's staff.

5.12 When provided, uniforms are to be worn by all staff. Footwear should consist of closed toe shoes or appropriate dance shoes and any jewellery worn should not present safety hazards to either staff or children (i.e. dangling earrings, loose jewellery).

### **Staff communication**

5.13 All staff are expected to communicate and interact with their colleagues, students and families in a respectful, honest and courteous manner to promote positive relationships.

5.14 It is also required that all staff strive to ensure the workplace is free from any form of discrimination, unfairness and bullying.

## **6 RESPONSIBILITIES**

### **Compliance, monitoring and review**

This policy / procedure:

- aligns with relevant legislation, government policy and/or Mosman Dance Academy requirements/strategies/values
- is implemented and monitored (i.e. the policy is followed, reflects the changing policy environment, and emerging issues are identified), and
- is reviewed to evaluate its continuing effectiveness (e.g. achieving its purpose, remains relevant/current).

## **7 RELATED LEGISLATION AND DOCUMENTS**

### **Australia**

Australian Children's Education and Care Quality Authority (ACECQA) 2010 – Guide to the National Law and National Regulations ([www.acecqa.gov.au](http://www.acecqa.gov.au))

National Quality Framework – (<https://www.acecqa.gov.au/nqf/about>)

National Quality Standard – (<https://www.acecqa.gov.au/nqf/national-quality-standard>)

## **8 FEEDBACK**

8.1 Mosman Dance Academy staff may provide feedback about this document by emailing [info@mosmandanceacademy.com.au](mailto:info@mosmandanceacademy.com.au).

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## 10 APPENDIX 1 – CODE OF PROFESSIONAL CONDUCT

- The Organisation expects that all staff, which includes any person in paid or unpaid work on its behalf, will be aware of this Code of Professional Conduct and adhere to its principles in their approach with all children. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
- The Organisation's staff will treat everyone with respect and honesty, including staff, volunteers, students, children, young people and parents.
- The Organisation's staff will set clear boundaries regarding appropriate behaviour. It is important to be very aware of any physical contact with children and this should be avoided where possible. However, this may be difficult in cases where hands-on instruction is required. All staff are advised to be extremely conscious of physical contact, to avoid it wherever possible, using appropriate contact when required during coaching/instruction.
- The Organisation's employees will never do things of a personal nature that a child can do for themselves such as changing clothes.
- The Organisation's employees will always have another adult present or in sight when conducting one to one coaching, instruction etc.
- The Organisation's employees will always follow organisational policies and guidelines for the safety of children.
- The Organisation's employees will not develop any 'special' relationships with children, or take children alone in a car on journeys, however short.
- The Organisation's employees will always act as positive role models, and never make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- The Organisation's employees will never deter children from making a 'disclosure' of harm through fear of not being believed. If, after listening to a child this gives rise to a child protection concern, employees will follow the Organisation's procedure for reporting such concerns, and not to attempt to investigate the concern.
- The Organisation's employees will not allow personal preconceptions about people to prevent appropriate action taking place, remembering that those who abuse children can be of any age (even other children), gender, ethnic background or class.
- The Organisation's employees will identify and mitigate risks in online and physical environments.
- The Organisation's employees and volunteers will not have unauthorised contact with children and young people online, on social media or by phone, and will not exchange personal contact details such as phone numbers, social networking details or email addresses with children.