





# PKELC CODE OF CONDUCT POLICY

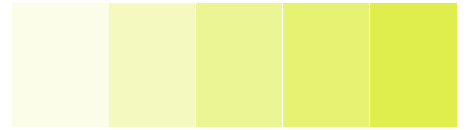




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Providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct







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Codes of conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The approved provider, nominated supervisor, early childhood teachers, educators and all other staff have a duty of care to the children attending the service and must ensure 'that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard like



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Racial and Religious Tolerance Act 2001 (Vic)  
Sex Discrimination Act 1984 (Cth)  
Victorian Institute of Teaching the Victorian Teaching Profession Code of Conduct  
Victorian Institute of Teaching the Victorian Teaching Profession Code of Ethics  
Victorian Institute of Teaching *The Victorian Teaching Profession Code of Ethics*

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au>

Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, regulatory authority etc. refer to the *General Definitions* section located on the PVCC website.

the way in which one acts or conducts oneself, especially towards others.

Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Behaviour which reflects values or a code of conduct.

When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

racial taunts

taunts about sexual orientation or gender identity

sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature

repeated insulting remarks.

A person/staff member assigned or organisation engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved provider

the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by another person, where that application creates a risk to health and safety.

Demonstrating regard for the rights of individuals, for different values and points of views.

includes offensive gestures, leering, staring or suggestive comments about a person's physical appearance, inappropriate physical contact, unwanted invitations of a sexual manner, sexually orientated jokes, sending of obscene letters, notes, telephone texts or emails.

Work in a co-operative and positive manner.

a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, or threatening.

includes name-calling, offensive language, putting people down.

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I hereby acknowledge that on \_\_\_\_\_, I received a copy of the *Code of Conduct Policy* for Plenty Kids Early Learning Centre.

I have read the policy and I understand its contents.

I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst working at Plenty Kids Early Learning Centre.

I understand that the Approved Provider will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action.

Signature



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0.1	04/12/2017	Centre Director	Initial issue as a controlled document.
1.0	20/04/2018	Principal	Approved policy.
1.1	09/05/2019	Principal	Minor wording adjustments; reviewed and signed
1.2	02/07 2020	Centre Director	Changes made to wording adding 'Persons with Management and Control'. Other minor changes.
1.2	02/07/2020	Principal	Reviewed and signed.
1.3	03/09/2020	Centre Director	Policy formatted in line with new style guide.
1.4	18/08/2022	Centre Director	Reviewed and updated in line with ELAA recommendations.
1.5	324.67 528.79 2		