



Staffing Arrangements – NQS4

Code of Ethical Conduct

Policy Statement

Liwara Catholic Outside School Hours Care (the Service) is committed to upholding the Catholic Education Western Australia Code of Ethical Conduct.

It is the responsibility of each staff member at the Service to abide by Catholic Education Western Australia's Code of Christian Ethical Conduct, which requires staff to strive to develop and live out relationships in a manner that is based on the Gospel values.

CODE OF ETHICAL CONDUCT

Calls upon all to act in a manner that is:

- Based on Christian ethics
- Professional
- Timely
- Contextually appropriate

REALITY OF GOSPEL VALUES

An ethical approach is based on the living out of Gospel values which find expression in:

- Respect for the dignity of each person
- Acknowledgement of the giftedness of each person
- Commitment to building positive relationships
- Confidentiality
- Accountability

ELEMENTS OF ETHICAL CONDUCT

Dignity

Respecting dignity based on:


- A conscious appreciation of the sacredness of the individual's creation
- A sensitivity to the fact that each individual has emotions, fears, hopes and an innate goodness which flows from creation in the image of God.

Giftedness

Recognising the giftedness of others involves:

- Discerning these gifts
- Naming and acknowledging these gifts



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- Empowering individuals and groups to use their gifts

Relationships

Fostering relationships which flow from being:

- Welcoming and open
- Honest and loyal
- Trusting and trustworthy
- Willing to share knowledge, skills, resources and insights

Confidentiality

Committing to appropriate confidentiality based on:

- Respect for others
- Professionalism

Accountability

Committing to:

- The Mandate of the Bishops of Western Australia
- The acceptance of responsibility for any action or initiative at a personal and professional level.

Code of Ethical Conduct includes a system of ethical inquiry to provide a basis for reflection on how to relate to and contribute to the education and care community in which we actively participate.

The Service will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2016) The United Nations Convention on the Rights of the Child (1989) and service philosophy and policy, believe in forming an inclusive and welcoming environment and workplace by providing experiences that motivate and facilitate personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity and responsibility.

Rationale


The Mandate for the Catholic Education Commission of Western Australia 2009 – 2015, asserts that values need to be presented within life contexts and frameworks, and never abstractly. Values are critical to evaluating real life situations, and working out how to respond to them.

Procedures

The professional conduct of this team, in relation to one another, the children and their families, the community, and the Education and Care Services sector is based on the following set of expected standards of professional conduct:

- Catholic Education Western Australian Code of Ethical Conduct
- Administer an approved education and care service in compliance with the National Quality Framework



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- Operate within a family and child centred context
 - Engage in reflective, ethical, and sustainable decision making

Early Childhood Australia's (ECA) Code of Ethics (2016)

Early Childhood Australia's Code of Ethics (2016) is an integral to the Service as it guides the ethical principles and professional standards of conduct towards children, families, colleagues, communities, students, employers, educators, and the conduct of research. The Service accepts professional ownership of ECA's Code of Ethics (2016) and formally acknowledges that the ECA's Code of Ethics (2016) provides us with:

- A basis for critical reflection about our ethical responsibilities.
- A guide for professional behaviour.
- Principles to inform individual and collective decision-making.

These standards of professional conduct are supported by and should be read in conjunction with:

- National Quality Framework document suite as made available through the Australian Children's Education and Care Quality Authority.
- Statement of Philosophy.
- Operational policies and procedures, which provide a framework for accountable and responsible professional practice.

Monitoring, Evaluation and Review

This Policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the Service will ensure that families of children enrolled at the Service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Service; a family's ability to utilise the Service; the fees charged or the way in which fees are collected.

Jurisdiction Specifications

Western Australia (WA)

For working with children check information, refer to website:

<https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work>



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Document History

Document Title: Code of Ethical Conduct – Policy & Procedure		
Content Owner	Catholic Education Western Australia	Document Author
Date Published January 2015	DOCUMENT VERSION V1.0	Early Years Learning and Care Team
Reviewed January 2015	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed September 2017	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed October 2018	Reviewed and edited content to align with requirements under the new national regulations	Early Years Learning and Care Team
Reviewed April 2020	Content Reviewed	OSHC Team
Revision Due Date April 2021		





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