

The Kinder Garden



Code of Conduct

All permanent and relief educators and all other staff members agree to abide by this code of conduct. Whilst the Approved Provider/ Nominated Supervisor are ultimately responsible for ensuring the Code of Conduct is adhered to, all educators and other staff members will assist in maintaining the code.

Care of Children

The Approved Provider/Nominated Supervisor, educators and other staff members must, in relation to each child, at the education and care service, ensure that:

- a) The health, welfare, and progress of the child are promoted, and
- b) The child is provided with a range of activities designed to promote social, emotional, cognitive, cultural and physical development, and
- c) The child is (where appropriate) provided with regular and varied meals and refreshments, having regard to the child's age and to community practices, and
- d) The child is provided with educational and recreational activities (both on an individual and a group basis) that are suitable and adequate for the needs and interests of the child.

Sleeping Arrangements

The Approved Provider/ Nominated Supervisor must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met having regard to the ages, developmental stages and individual needs of the children.

The Approved Provider/ Nominated Supervisor must ensure that:

- a) Each bed or cot for children at the education and care service is equipped with a clean and comfortable mattress and bed clothing that is appropriate to the climate.
- b) All bed clothing is kept clean and in a satisfactory condition.
- c) No child sleeps in the same room as an adult.

Supervision of Children

The Approved Provider/ Nominated Supervisor must ensure that children at the education and care service are adequately supervised, having regard to their ages, physical and intellectual development by primary contact members of the Education and Care Service 's staff.

The Approved Provider/ Nominated Supervisor must ensure that no educator is allowed to supervise children unless the educator:

- a) is sympathetic to the welfare of children.
- b) has adequate knowledge, understanding and experience of children so as to be capable of meeting their needs.
- c) is able to adequately care for and supervise children.
- d) is of suitable age, health and personality to care for children and
- e) is of good character.
- f) has received suitable training in the proper care of children.

The Approved Provider/Nominated Supervisor must have regard to the size and composition of groups in which children are being educated and cared for by the Service.

The Approved Provider/ Nominated Supervisor must ensure that no member of staff who is supervising children both supervises children and performs other duties at the same time if those duties would adversely affect the quality of supervision.

Injury and Illness

If a child is injured or becomes ill or suffers a trauma while at the education and care service, the Approved Provider/Nominated Supervisor, educators, other staff members and/ or volunteers must follow the education and care service's policies and procedures.

The Approved Provider of an education and care service must ensure that a parent of a child being educated and cared for by the service is notified as soon as practicable but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated or cared for by the education and care service.

Administration of Medication

Approved Provider/Nominated Supervisor must ensure that:

A child must not be given medication unless:

- a) that administration is authorised.
- b) the medication has been prescribed by a registered medical practitioner, from its original container bearing the original label to whom the medication is to be administered and before the expiry and use by date.

First Aid Kits

The Approved Provider must ensure:

- a) that there is a suitable and fully stocked first-aid kit at the education and care service .
- b) an appropriate number of first aid kits must be kept having regard to the number of children being educated and cared for by the Service.
- c) that at least one member of staff of the education and care service, at all times whilst the education and care service is in operation, holds an approved qualification in the administration of first aid.
- d) that all first-aid equipment, medicine, drugs and other substances potentially harmful to children are stored in cupboards that are secured by means of childproof locks.

Discipline of Children

The Approved Provider/Nominated Supervisor and all staff must ensure that each child at the education and care service:

- a) is given adequate positive guidance towards socially acceptable behaviour, and
- b) is not subject to or threatened with:
 - any form of punishment.
 - any punishment that takes the form of immobilisation or force-feeding.
 - any punishment that is intended to humiliate or frighten the child.

Children not to perform Unreasonable Duties

The Approved Provider/ Nominated Supervisor and all other members of staff must ensure that a child at the education and care service is not required to perform duties that are unreasonable, having regard to the child's age, physical, and intellectual development.

Animals

The Approved Provider/Nominated Supervisor must ensure that any animal kept at the Education and Care Service as a pet, is clean and well cared for.

Children not to be released into the Care of Strangers

The Approved Provider/Nominated Supervisor and all educators must ensure that no child leaves the Education and Care Service in the care of any person other than:

- a) a parent of the child.
- b) an authorised nominee named in the child's enrolment record.
- c) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.

Notification of Death

The Approved Provider must notify the death of a child at the Education and Care Service to the Regulatory Authority as soon as possible and within the 24 hours of the incident.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to National Quality Standards 2011
NSW Department of Education
Early Childhood Australia Code of Ethics