



**Catholic
Early Learning & Care**
Childcare – Kindergarten – OSHCare

Code of Conduct

Related Information:

This code is underpinned by and must be read in conjunction with all relevant Australian laws pertaining to education and care and the work place, professional standards and Catholic Early Learning and Care child care facilities policies, procedures and guidelines.

This **Code of Conduct** applies to all employees who work in Catholic Early Learning and Care, in the Diocese of Cairns. As employees we formally undertake to support the Catholic Ethos and our employment is underpinned by the contractual principles outlined in **Statement of Principles for Employment in Catholic Education and Care** and are expected to demonstrate our support for the Vision and Mission of Catholic Early Learning and Care through the exercise of our employment responsibilities and conduct. The Code of Conduct also applies to all volunteers and contractors who work in *Catholic Schools, Catholic Education Services and Catholic Early Learning and Care Services* in the Diocese of Cairns.

We are a community of people who support the mission of the church in the provision of quality, innovative education and care.

We live this by:

- Performing our duties competently and delivering high quality (*educational and care*) services to students, parents and community
- Engaging in ongoing professional development to maintain professional currency
- Upholding and complying with applicable laws, professional standards, policies and procedures at a local, state and federal level.

We provide leadership, service and stewardship to those involved in the life project of Catholic Early Learning and Care.

We live this by:

- Behaving in an honest, and ethical manner
- Observing and performing duties to maintain and promote a healthy and safe work environment
- Promptly, conscientiously and effectively carrying out all reasonable decisions and directions
- Identifying, reporting and resolving any situations that have the potential for a conflict of interest
- Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- Using resources appropriately to enable optimum performance of duties
- Using resources for official purposes only
- Working within the limits of authorised delegations
- Abiding by *Catholic Early Learning and Care Services'* ownership of intellectual property created or developed in the course of our employment.



Caring & Learning Together

Code of Conduct

We seek to be a positive influence in our work within the Church and within the broader community.

We live this by:

- Living our lives in accordance with the teachings and values of the Church
- Conducting ourselves in a manner which enhances the reputation of our profession, school, child care service, *Catholic Early Learning and Care* and the Church
- Ensuring our presentation and personal appearance is professional and appropriate for our work role.
- Attending at our workplaces free from the influence of alcohol or illegal drugs.

In the spirit of Christ, we undertake our work through life giving relationships founded on collaboration, communication, integrity and respect.

We live this by:

- Respecting the dignity, rights and views of our students, parents and colleagues
- Providing our students and colleagues with a safe environment free from risk of physical, emotional and sexual harm
- Developing open and honest relationships with parents and colleagues to enable optimal learning opportunities for students and easy resolution of conflict
- Creating and maintaining positive professional relationships
- Committing to workplaces free from discrimination, victimization and harassment.

We look to the future with enduring hope that the human potential for growth and goodness will be realized.

Breaches of the Code

As employees who hold positions of trust within the community, we are accountable for our actions. We each have an obligation to report suspected serious breaches of the code to our supervisor.

Proven breaches of the code may result in disciplinary action, including (but not limited to):

- Informal meeting and discussion;
- An official reprimand;
- Counseling;
- Implementation of misconduct procedures;
- Relocation to another work area;
- Termination of employment.



Vexatious Complaints

A vexatious complaint is a written or verbal report of alleged improper conduct made to an authority intending the report be acted upon. Where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct, and the report is made to cause distress, these proven vexatious complaints will be considered a breach of the code.

