



7.01 EDUCATOR CODE OF CONDUCT

INTRODUCTION

This Code of Conduct applies to educators contracted by Windermere's Family Day Care. The Code complements Windermere's Purpose, Vision, Strategic Priorities, Values, and Policies. This version and any subsequent versions must be signed-off in addition to the Educator Contractor Agreement.

Breaches of this Code could result in termination of the Educator Contractor Agreement.

EDUCATOR ACTION STATEMENTS

I agree to:

- Respect children through listening to their needs; recognising their strengths; encouraging learning and independence; developing their confidence; and understanding the uniqueness of every child (see Respectful Relationships with Children Procedures).
- Provide education and care services that comply with all current legislation, industry standards of practice, policies and procedures.
- Fulfil all requirements of my Educator Contractor Agreement.
- Take all reasonable steps to keep children safe (see the Child Safety policy).
- Attend sessions with the Coordination Unit to monitor progress, performance and discuss concerns.
- Seek to resolve any grievance with the Coordination Unit and participate in mediation where required.
- Never discuss a grievance with anyone other than those people involved in the dispute.
- Not discriminate, harass, vilify, victimise or bully anyone.
- Comply with risk assessment processes and actions.
- Report immediately to the Coordination Unit any unethical behaviour or situations in breach of policies or legislation.
- Report all injuries, incidents and hazards to the Coordination Unit immediately or at least within 12 hours.
- Only speak on behalf of Windermere when required and with prior written approval from the CEO.
- Not engage in fraudulent activities in breach of Family Assistance Laws i.e. placing my children in Family Day Care whilst providing this service to others.
- Not engage in any other business activities that conflict with my ability to provide Family Day Care (see section 4.2 in the Educator Contractor Agreement).
- Not steal, borrow or use personal information for personal gain
- Not disclose any private or commercially sensitive information.



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Family Day Care Procedure

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- Immediately notify the Coordination Unit of changes to the personal circumstances relating to me and all other people living in or regularly visiting my home (over the age of 18). Personal circumstances might include a change in criminal record status, or the educator's loss of driver's licence, road accident, injury or illness.
- Not intentionally cause damage to Windermere property or borrow property without explicit permission from a person with delegated authority.
- Ensure that any resources entrusted to me by the organisation are well maintained, secured, and returned when my contract ends.
- Acknowledge that allegations of misconduct may result in my Educator Contractor Agreement being suspended or terminated. During any period of suspension I will not communicate with Windermere personnel other than the manager, director and CEO.
- Accept that the following actions will not be tolerated and may result in termination of my Educator Contractor Agreement:
 - Engaging in illegal activity
 - Buying, supplying, and/or using any form of illicit substance in the company of children or families
 - Engaging in intimate relationships with any member of a current family
 - Buying or supplying stolen or suspected stolen property from or to families
 - Breaching confidentiality.

All Educators are to sign that they have read, understood and will comply with this Code. I have read and understand Windermere's Code of Conduct for Educator Contractors.

Name:Signature:

Date:.....