

Seaford Rise Kindergarten Code of Conduct

For parents/caregivers and volunteers at the centre

- **Quality Area 2: Children's Health and Safety**

2:2 Each child is protected

2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

- **Quality Area 6: Collaborative Partnerships with families and communities**

6.1 Respectful relationships with families are developed and maintained and families are supported in their parenting role

6.1.3 Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

- **Quality Area 7: Governance and Leadership**

7.1.2 Systems are in place to manage risk and enable the effective management and operation of quality of service.

Rationale

At Seaford Rise Kindergarten we endeavour to ensure that we provide a welcoming and safe environment. We believe that all families and volunteers play an important role in the effective operation of the preschool. The Code of Conduct has been developed to provide information on acceptable conduct that is required of all educators, parents/caregivers and volunteers at our preschool to ensure the safety and wellbeing of all stakeholders.

AIM

All adults at Seaford Rise Kindergarten are required to follow the principles of;

- Safety-That is to comply with the centres policies and procedures which are displayed at the centre.
- Respect-To act in the best interests of children, their families, educators and all stakeholders who use the service.
- Support-work in a cooperative and collaborative manner
- Communication- Use courteous and acceptable language and behaviour and follow the centres grievance procedures located at both entrances to the preschool.
- Ethical Conduct and Confidentiality: Ensure that diversity is valued and any information relating to children and families at the preschool is kept confidential, in line with the centres Confidentiality Policy.

Behavioural Practices:

In Relation to Children;

- Ensure adults act in a way that models positive behaviours
- Engage in positive interactions with children and speak in a manner that is positive and encouraging
- Listen to the needs of children and follow the site Behaviour Code
- Ensure the health, safety and wellbeing of all children at all times
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be immediately reported to a staff member)
- Manual handling is to be avoided, if any form of manual or physical contact is required during an activity, the child must be informed of what is required and their consent be obtained.

- Always work in an open environment, avoiding unsupervised situations
- Avoid doing things of a personal nature for a child that they can do for themselves for example going to the toilet or changing their clothes. If a child requires assistance, ensure that another staff member is informed and that the dignity and respect to the child is sustained at all times.

Behaviour Practices:

In Relation to other Adults and Educators

- Treat everyone with respect and dignity in accordance to the DECD Code of Ethics and the Code of Ethics outlined by Early Childhood Australia. These policies are located at the service.
- Seek help and advice when needed
- Respect the rights of others
- Use non-discriminatory, respectful and non-judgemental language
- Be aware of the centres routines and procedures
- Provide encouraging and constructive feedback
- Be aware of Emergency Evacuation Procedures
- The behaviour management of children while in the care of educators is the sole responsibility of the educators. Any matters relating to children's behaviours should be brought to the attention of educators whilst children are within their duty of care.
- Any discussions about a child need to be discussed discreetly and preferable at an alternative time when educators are not responsible for the duty of care of children
- Refrain from public criticism of children and adults at the preschool
- Follow the centres grievance procedures which are located on site and on the website. UNDER NO CIRCUMSTANCES is a child, parent/caregiver or educator is to be approached directly in a confrontational manner
- Dogs (except service dogs) are prohibited at the centre.
- Smoking is prohibited on the preschool property at all times.

This policy has been endorsed by Educators and Governing Council to ensure that we all maintain a safe, harmonious and positive learning environment for every child, parent/caregiver and educator at Seaford Rise Kindergarten.

Date of Endorsement:

Review Policy: July 2018

References

Revised National Quality Standards, Feb 2018

Sassafras Pre School Centre Inc. *Code of Conduct*

Elli V Pullin Preschool 2015, *Parents /Guardians and Volunteers Code of Conduct Policy*

Charlestown Public School 2016, *Code of Conduct for Parents, Carers and Visitors*