



# Code of Conduct

## For Parents, Caregivers, Staff and Volunteers

At Gloucester Pre School and Early Years Learning Centre we aim to provide all staff, educators, children and visitors an open, welcoming and safe educational environment. We believe that all parents, carers and volunteers play a crucial role in the effective operation of the service. This Code of Conduct details behaviour practices to follow for all adults on our premises and will assist in ensuring the safety and wellbeing of children, families and staff. It does not provide all the answers but is a broad outline of behaviours principles, expectations and ideals.

It should be noted that a breach of the Code of Conduct maybe reported to the appropriate authorities, Service Director, Assistant Director, Committee Members or regulative authorities. The Committee Members will consider the option of prohibiting an offending adult from entering the service grounds or suspending a child's enrolment in our service if the breach is deemed to affect the health, wellbeing and safety of employees, children and members of our service.

### **We encourage the following behaviour whilst on service premises;**

- Be a positive role model at all times
- Always speak in an encouraging and positive manner
- Always use respectful communication that is courteous and constructive
- Allow children to be independent and encourage them to be responsible for their own belongings and wellbeing
- Work together with the staff in a cooperative and positive manner for the benefit of the children and the service.
- Supervise the children in your care when visiting the service and encourage positive behaviour from them. This is your responsibility whilst on the premises. Respect the confidential nature of information gained, or behaviour observed in relation to other children and families while on our premises.
- Approach the service to resolve any issues of concerns in a timely manner in order to bring about a positive solution.
- Avoid physical contact with children other than those in your care.

### **The following behaviours will not be tolerated:**

- Smoking, consuming alcohol or taking drugs on the premises; or entering the service site whilst intoxicated or under the influence of drugs
- Taking photographs of other children at the service or an event run by the service without prior permission
- Using slanderous language
- Making abusive or threatening phone calls to the service
- Sending or posting offensive online messages through public or privacy forums. Social media is not to be used as a forum for venting personal grievances relating to the service or the service's community.
- Sharing photos of children who are not your own (including photos where other children are in the background) obtained from messages sent to you from Educators via Xplor, our

communication app, email, children's journals or school photographers (e.g. classroom photos) is prohibited.

**We acknowledge the following legal responsibilities of the staff, educators, teachers and Management Committee of service:**

- Are mandatory reporters of child abuse
- Are bound by the National State Laws and Regulations for Early Childhood Education & Care
- To the National Quality Framework & Early Years Learning Framework.
- To the UN Convention on the Rights of the Child
- To the NSW Child Safe Standards
- To the funding specifications of NSW Government's Early Childhood Education Pre School funding and the National CCS finding.

By signing this document, you are acknowledging and agreeing to abide by our Code of Conduct and show your commitment to working with us to support a safe and positive environment for your child/ren. We also ask any Grandparent, Childminder/Nanny, relatives or friends who may attend the service premises regularly to sign to confirm acceptance also.

Signature 1. \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature 2. \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature 3. \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature 4. \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature 5. \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

## Review

The Management, Employees, Families and interested parties will monitor and review the effectiveness of this Policy regularly. Updated information will be incorporated as needed.

Reviewed by: Elizabeth Price

Position: Director/ Nominated Supervisor

Date: 07/09/2022

Signature:

Accepted by Committee Member:

Position: *President*

Date: *3/11/22*

Signature:



Previously reviewed: 23/03/2021

Date for next review: 07/09/2023