



CODE OF CONDUCT

Families, Volunteers and Students

Policy Statement

Foundations Early Learning Centre welcomes all families, volunteers and practicum students to the Centre, and values their contributions. We believe that parents/guardians, volunteers and students play a crucial and valuable role in the effective operation of the Centre and in enriching the children's program. Foundations Early Learning Centre has a legal responsibility to provide a safe and happy environment for all children and staff. This Code of Conduct exists to ensure that the Centre is a safe and productive environment for families, children and staff, and any other visitors.

The partnership of parents/guardians, wider family and community members is integral to the Centre's vision and mission and the cooperation of families, visitors and students is essential in supporting the values and standards of the Centre, and strengthening the whole School community. This code of conduct outlines the type of practice we require all adults attending and volunteering at our Centre to follow. It will assist in ensuring the safety and wellbeing of children, families, volunteers and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.

Behaviour that is acceptable in the Centre reflects the love and compassion of Jesus, and His treatment of all people with dignity and honour. "Do to others as you would have them do to you." (Luke 6:31). All adults attending the Centre are requested to comply with behaviour that demonstrates respect for other people and for the authority of the Centre, and sets a Christ-like example for children attending the Centre.

Foundations Early Learning Centre is a place of learning for young children and therefore the rights of the child will be considered first and foremost.

Values

Foundations Early Learning Centre is committed to:

- The wellbeing of each child having fundamental importance.
- The provision, as far as practicable, of a safe and secure environment.
- Providing an open and welcoming environment where everyone's contribution is valued and respected.
- Encouraging parents/guardians, volunteers and community members to support and participate in our Centre's program.

This policy satisfies the following National Quality Framework documents:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 - Reg. 168(2)(i)
- National Quality Standard 4.2

Purpose

This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

Scope

This code of conduct applies to all adults, including parents/guardians, volunteers, extended family, visitors and other association members while involved in any activities related to the Centre.

Procedures

Foundations Early Learning Centre needs to ensure all parents/guardians, volunteers, staff, students and any other persons involved in the Centre, adhere to clear guidelines regarding appropriate interaction and communication with one another, and with children at the Centre.

General guidelines for interactions

- **Safety:** Comply with all policies and procedures of Foundations Early Learning Centre. These are available in the foyer of the Centre. Be aware of emergency evacuation procedures.
- **Ethical conduct:** Pray regularly. Always act in the best interests of children, their families and users of the Centre.
- **Support:** Work in a cooperative and positive manner.
- **Communication:** Use courteous and acceptable verbal and nonverbal language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
- **Respect:** Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.
- **Confidentiality:** Comply with the Centre's 'Privacy Policy'. Respect the confidential nature of information gained, or behaviour observed, whilst participating in the program, in relation to other children and adults.
- **Children's program:** If participating in the program seek guidance and direction from staff. If unsure of anything ask staff for further information. Behaviour guidance of the children is the responsibility of staff, immediately refer any issues or concerns related to managing children's behaviour to staff.

Standards of Conduct

Behavioural practices to follow in relation to children

- Pray regularly for the children.
- Be a positive role model at all times.
- Always speak in an encouraging and positive manner.
- Listen actively to children and offer empathy, support and guidance where needed.
- Regard all children equally and with respect and dignity.

Behavioural practices to follow in relation to other adults (including staff)

- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions at all times. Speak with staff privately if you have a problem complying with any directions.
- Be aware of routines and guidelines for children's play within the Centre, abide by them and seek advice when unsure.
- Be aware of emergency evacuation procedures.

Behavioural practices to follow in general

- Foundations Early Learning Centre staff are responsible for the children that are enrolled and signed in, that is those children attending the children's program.
- Parents/guardians, and other persons attending with children not enrolled in the program, are responsible for supervision of their children at all times.
- Adults are responsible for all children who accompany them, for example while on duty, drop-off and pick-up time, ensuring they do not inhibit or disrupt the program in any way.
- Parents/guardians must clean up after their children and leave all areas as they were found.
- 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 reported immediately to staff).
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed.
- All interactions with children should be undertaken in full view of other adults.
- Never do things of a personal nature for a child that they can do themselves, for example, assisting them in going to the toilet or changing their clothes.
- Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.
- Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, for example working bees, family nights.
- Discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.
- Avoid approaching staff to discuss a child during a session. Seek an alternative time when staff are free from contact duties with children.
- Refrain from public criticism of children or adults at Foundations Early Learning Centre or Bairnsdale Christian Community School.
- Any issues or grievances should be raised as outlined in the ELC 'Complaints Policy'.
- Under no circumstance should a child, parents/guardians or member of staff be approached directly in a confrontational manner.
- Smoking, consuming alcohol and drug taking is prohibited in or around Foundations Early Learning Centre, or on Bairnsdale Christian Community School property at all times.
- A child's place in the program may be withdrawn or suspended due to a serious breach of this code of conduct by parents/guardians or family members. However, this action will only be

taken if no other alternatives are deemed appropriate by the Centre.

Emergency Situations

In an emergency situation, where it is believed that staff, children or parents/guardians are at immediate risk (for example violence has been threatened or perpetrated) the ELC and School staff members need to be able to act quickly and decisively.

The ELC Director and School Principal are delegated the authority to determine suitable actions, which may include, but may not be limited to:

- Applying immediately for a restraining order (via the legal system);
- Suspending the relevant person/s from attending Early Learning Centre until the matter has investigated and an appropriate course of action decided on;
- If required, notifying the parent/guardian that alternate arrangements will need to be arranged for the delivery/collection of their child to ensure that the suspended person does not attend the Centre; and/or
- Suspension of a child's place in the program due to the original incident or because the suspended person continues to attend the Early Learning Centre after they have been advised not to.

ELC Staff are responsible for:

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/guardians and volunteers through positive role modeling and, when appropriate, clear and respectful directions.
- Ensuring practices and procedures are in place to ensure that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child.

Parents/guardians, volunteers, visitors and students are responsible for:

- Abiding by the standards of conduct as set out in this policy.

Background and Relevant Legislation

- *Australian Human Rights Commission Act 1986*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Disability Discrimination Act 1992*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011 (NSW)*
- *Education and Training Reform Amendment (Child Safe Schools) Act 2015 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*

- *Family Law Act 1975*
- *Health Act 1958 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Sex Discrimination Act 1984*
- *Working with Children Act 2005 (Vic)*
- *Workplace Relations Act 1996*

Related Policies

- *Child Safe Environment Policy*
- *Child Protection Policy*
- *Dealing with Complaints Policy*
- *Emergency and Evacuation Policy*
- *Excursions and Incursions Policy*
- *Families, Volunteers and Students Code of Conduct*
- *Family and Volunteer Involvement Policy*
- *Interactions with Children Policy*
- *Mandatory Reporting Policy*
- *Privacy and Confidentiality Policy*
- *Staff Code of Conduct*
- *Volunteer and Student Participation Policy*