

CODE OF CONDUCT Regulation 168 (2) (i) Version 1.7

Preamble

Keithcot Farm Children's Centre provides an open, welcoming and safe environment. We believe that all parents, volunteers and partner organisations play a valuable role in the effective operation of the Children's Centre and enrich the children's program. We acknowledge that without parent support, participation and contribution, Keithcot Farm Children's Centre could not operate effectively. This Code of Conduct details the type of practice we require all adults working at our centre to follow. It will assist in ensuring the safety and well-being of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals. The Governing Council and partner organisations have a legal responsibility to provide a safe environment for all children and staff.

Scope

This Code of Conduct applies to all adults, including parents, volunteers, extended family, visitors and other persons while involved in any activities related to the Children's Centre.

Implementation

All staff involved with the Children's Centre will be required to read the Code of Conduct policy at induction to formally acknowledge that they understand what acceptable behaviour from adults within this environment is, and therefore agree to comply with the requirements. Clear expectations will be made for each individual staff member in relation to the job and person requirements of their role.

Practices to follow

In relation to children

- Respect the rights of the child and treat all children with dignity
- Act in the best interests of all children
- Be a positive role model at all times
- Maintain a safe environment for children
- Contribute to an environment that is free from discrimination, bias, bullying and harassment
- Acknowledge children as competent learners and build active communities of engagement and inquiry
- Be respectful of the cultural values, age, physical and intellectual development and abilities of each child in the centre
- Guide each child positively and encourage positive behaviour

In relation to families

- Support from a strengths based approach
- Be respectful, courteous to all families at all times
- Respect the cultural context of each child and their family
- Work in partnerships and engage in shared decision making where appropriate
- Assist each family to develop a sense of belonging and inclusion
- Respect the uniqueness of each family, strive to learn about their culture, structure, lifestyle, customs, language, beliefs and kinship systems
- Respond to concerns expressed by families in a timely and appropriate manner
- Maintain confidentiality and respect the right of the family to privacy

