



Holland Park Kindergarten Association Inc.

CODE OF CONDUCT

POLICY STATEMENT

A code of conduct establishes a standard, incorporating the mission, goals, objectives and values of Holland Park Kindergarten, ensuring fairness and equity, by which committee, staff, parents, volunteers and students at Holland Park Kindergarten conduct themselves towards each other, government authorities and the general community.

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. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals that will assist in the operation of the Holland Park Kindergarten.

The Management Committee believes that they have a responsibility to provide a duty of care for all children and staff, and that Holland Park Kindergarten is a place of learning for young children and therefore the rights of the child will be considered first and foremost.

The code of conduct applies to all adults, including parents/guardians, staff, volunteers, students on placement, extended family and visitors while attending or involved in any activities related to Holland Park Kindergarten.

HOLLAND PARK KINDERGARTEN ASSOCIATION is committed to:

- The wellbeing of each child having fundamental importance
- Respecting the partnership between children, families, staff and community
- The provision, as far as practicable, of a safe and secure environment
- Providing an open, welcoming environment in which everyone's contribution is valued and respected
- Encouraging parents/guardians, volunteers and community members to support and participate in the centre's program.
- Providing a quality program and working towards continuous improvements with the best interests of the children being the first concern
- Respecting the cultural, social and religious diversity and perspectives of its members
- Upholding the Agreements, Standards, Policies and Procedures relating to the operation of Holland Park Kindergarten
- Following the Legislative requirements imposed on Kindergarten services by Government Authorities

Centre Policies which relate directly to this Code of Conduct:

- HPKA Communication Policy
- HPKA Workplace Health and Safety Policy
- HPKA Grievance Management Policy

Behaviour guidance in relation to this policy includes, but is not limited to the following procedures of HPKA and the Gowrie (QLD):

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| - Health and Safety | - Communication |
| - Privacy | - Grievances procedures |
| - Program participation | - Delivery and collection of children |



BEHAVIOURAL PRACTICES TO FOLLOW

In relation to 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.
- 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, helping them go to the toilet or changing their clothes.
- Respect the confidential nature of information gained, or behaviour observed, while participating in the program, in relation to other children and adults.

In relation to other adults (including staff):

- Use courteous, respectful, encouraging and accepting verbal and non-verbal language.
- Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive 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 the staff member 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.
- Accept that 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 and adults at the centre.
- Raise any issues or grievances as outlined in the Grievance Management Policy.
- Under NO circumstance should a child, parents/guardians or member of staff be approached directly in a confrontational manner.
- Smoking is prohibited on the centre property at all times.

In general:

- The centre and staff are responsible for the children who are enrolled and signed in; that is, those children attending the Kindergarten's programs.
- Adults are responsible for all children who accompany them—for example, while on duty and at drop-off and pick-up times—ensuring they do not inhibit or disrupt the program in any way.
- Parents/guardians must clean up after their children or following meetings and activities that are not part of the program, such as working bees and playgroups, and leave all areas as they were found.
- 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, such as working bees and family nights.

On notification of a breach of the code the committee will activate the Grievance Management Policy.

AUTHORISATION & REVIEW DATE

This policy was adopted by the Holland Park Kindergarten Association Inc. Committee of Management, at the committee meeting on 15 October 2014. This policy will be reviewed annually in April by the Management Committee of Holland Park Kindergarten Association Inc.