

## **Wilson Street Kindergarten Code of Conduct**

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### **STATEMENT OF COMMITMENT**

Wilson Street Kindergarten is committed to the safety and wellbeing of children and young people as outlined in Wilson Street Kindergarten's Statement of Code of Conduct and Wilson Street Kindergarten's Child Safe Environment Policy.

### **PURPOSE**

This Code of Conduct outlines appropriate standards of behaviour by adults towards children and each other. It aims to protect children, reduce any opportunities for child abuse or harm to occur and to ensure a response where there are concerns about abuse or harm. All staff, students, volunteers, contractors and parents/guardians are required to comply with this code of conduct. Please refer to our website for the full Code of Conduct Policy and Child Safe Environment Policy.

### **DEFINITIONS**

- Child means a person under the age of 18 years (Children Safety and Wellbeing Act 2005).

### **RESPONSIBILITIES**

- The Committee of Management and staff at Wilson Street Kindergarten have a leadership role in ensuring safe, supportive and enriching environments which respect and foster the dignity and self-esteem of all children and enable them to thrive in their learning and development.
- Members of the Committee and staff are required to have a Working with Children Check or to be registered by the Victorian Institute of Teaching.
- All Committee members, staff, students, volunteers and parents/guardians are required to comply with this Code of Conduct by observing expectations for appropriate behaviour as outlined below.

### **ACCEPTABLE BEHAVIOURS**

Committee members, staff, students, volunteers and parents/guardians are responsible for actively supporting and promoting the safety and wellbeing of children by:

- respecting the rights of all children
- being a positive role model at all times
- welcoming all children and their families and being inclusive
- treating everyone with respect, including listening to, and valuing their ideas and opinions
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and families
- respecting cultural, religious and political differences and acting in a culturally sensitive way
- promoting the safety, participation and empowerment of children with a disability
- complying with Wilson Street Kindergarten's Child Safe Environment and Code of Conduct Policies
- maintaining an environment which reduces the opportunity for abuse or harm and promoting being a child safe environment

- taking all reasonable steps to protect children from abuse
- listening to children and responding to them appropriately, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- Ensuring, as quickly as possible, if child abuse is suspected, that the child(ren) is/are safe and protected from harm
- reporting and acting on any breaches of this Code of Conduct, complaints or concerns
- reporting allegations of child abuse or other child safety concerns to the Wilson Street Kindergarten's Child Safety Officer and management
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know
- maintaining open communication between parents/families and staff and responding to concerns expressed in a timely and appropriate manner
- considering the perspective of parents/families and staff when making decisions that impact on the education and care of the child
- regarding all children equally, and with respect and dignity
- maintaining a safe environment for children.

Staff are responsible for:

- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- having regard for children's cultural values and providing opportunities for sharing of culture through classroom resources and experiences
- respecting individual difference including age, physical and intellectual development and catering for the abilities of each child at the service
- working with children in an open and transparent way by informing other staff about the work being done with children
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- informing children if physical contact is required for any purpose, asking them if they are comfortable with this interaction and complying with the Interactions with Children policy
- ensuring knowledge and expertise is up to date and relevant to roles and responsibilities
- regularly review occupational health and safety, including emergency evacuation procedures
- maintaining teacher registration and Working with Children's checks as applicable
- encouraging parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships between Parents/Guardians and Staff:

- developing relationships based on mutual respect

- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- treating everyone with respect, including listening to and valuing their ideas and opinions
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety or abuse, as soon as possible with staff to ensure that they can be resolved efficiently raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

### **UNACCEPTABLE BEHAVIOURS**

To ensure that the safety and wellbeing of all children, committee members, staff, students, volunteers and parents/guardians must NOT:

- use inappropriate language in the presence of children
- express personal views or discriminate against any child, including because of culture, race, ethnicity or disability
- exhibit behaviours or ignore behaviours by other adults towards children when they appear to be overly familiar or inappropriate
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- seek to use children in any way to meet the needs of adults or develop special relationship with children that could be seen as favouritism (for example, offering gifts or inappropriate attention)
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes (unless assistance is required).

Staff must NOT:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exchange personal contact details such as phone number, social networking site or email addresses with children who you come into contact with through your role at Wilson Street Kindergarten
- have unauthorised contact with children and young people who you come into contact with through your role at Wilson Street Kindergarten online or by phone
- photograph or video a child who you come into contact with through your role at Wilson Street Kindergarten except in accordance with Wilson Street Kindergarten's policies