



Thornbury Kindergarten Inc.

Code of Conduct for Involved Adults

Thornbury Kindergarten (the Kindergarten) is a Child Safe Organisation. The protection of children is the responsibility of **everyone involved at the Kindergarten**, including staff, parents and volunteers. We all share the responsibility for promoting the wellbeing and safety of children.

For the purposes of this Code of Conduct, **'Involved Adults'** is a collective term which includes the Committee of Management of Thornbury Kindergarten (**the Committee**), the Nominated Supervisor, teachers, educators, staff, students on placement, volunteers, parents/guardians and all adults involved in the programs and activities of the Kindergarten.

In line with the UN Convention on the Rights of the Child, the Kindergarten endorses the rights of all children to participate, have purpose, be protected and ensure that prevention from risk and harm is paramount in all we do. The Kindergarten has zero tolerance for child abuse and is committed to acting in the best interests of children and keeping them safe at all times. The Kindergarten and the Committee are committed to implementing the seven Child Safe Standards and creating and maintaining a Child Safe Organisation.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, the Reportable Conduct Scheme, the Kindergarten policies and procedures in addition to professional standards and codes or ethics as these apply to staff.

All Involved Adults at the Kindergarten are required to acknowledge and comply with the Code of Conduct, including our Child Safe Principles and expectations for appropriate behaviour towards and in the company of children, noted below.

All Involved Adults must:

- Read and adhere by the Code of Conduct and comply with all policies of the Kindergarten.
- Take all reasonable steps to protect children from abuse.
- Contribute to an organisational culture of child safety, by:
 - Upholding the rights of all children to feel safe, and be safe, at all times;
 - Being a positive role model at all times, including speaking to children and others in an encouraging and positive manner;
 - Maintaining a physically safe and secure environment for children;
 - Treating the Kindergarten environment with respect;
 - Allowing children to undertake experiences that develop their self-esteem, agency and independence;
 - Providing an open, welcoming environment in which everyone's contribution is valued and respected;
 - Supporting a culture of inclusion for all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, children at-risk, and children of all abilities;
 - Ensuring all interactions with children are undertaken in full view of other adults;
 - Reporting any allegations of child abuse or other child safety concerns to the Director, Child Safety Support Officer or the Committee.



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Additionally, staff will:

- Maintain a duty of care towards all children whilst at the Kindergarten;
- Work in partnership with families in a courteous, respectful and encouraging manner;
- Respect the cultural context of each child and their family;
- Have regard for the privacy of children and their families and only disclose information to people who have a need to know as required under the Privacy and Confidentiality Policy;
- Commit to continually learning how to be inclusive and respectful.

Involved Adults must not:

- Ignore or disregard any suspected or disclosed child abuse that they become aware of;
- Develop any 'special' relationships with children that could be seen as favouritism or amount to grooming – for example, offering gifts or special treatment to specific children;
- Exhibit behaviours with children which may be construed as unnecessary physical contact;
- Put children at risk of abuse or harm – for example, leaving external doors open or allowing an unknown person to gain access to the Kindergarten;
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- Engage in open discussions of a mature or adult nature in the presence of children – this includes unfavourable discussions about a child and/or their family;
- Use inappropriate language in the presence of children;
- Express personal views on cultures, race or sexuality in the presence of children;
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;
- Remove a child from the service without appropriate authorisation;
- Photograph or video a child in the Kindergarten environment except in accordance with Kindergarten policy or with consent from the child's parent / guardian and the child.

Additionally, staff must not:

- Have contact with a child or their family outside of the Kindergarten without the Committee's knowledge or consent (for example babysitting). Inadvertent contact, such as at local shops, participation in community, school or sporting events is appropriate;
- Have any online contact with a child or their family outside of the requirements of their role (unless necessary for Kindergarten purposes – for example, providing newsletters or updates on a child's progress).

NON-COMPLIANCE

The Kindergarten will enforce the Child Safety Policy and the Code of Conduct. Following any identified non-compliance we will undertake an investigation in line with the Reportable Conduct Scheme. The Kindergarten will take appropriate disciplinary, legal or other action where required.



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ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Code of Conduct of Thornbury Kindergarten and I have communicated the Code of Conduct and its intent to the people who will be involved in the dropping off / picking up of my child.

I have read the Code of Conduct, I understand its contents and I agree to abide by the principles, practices and consequences set out within.

I understand that the Committee will investigate and address any breach of this Code of Conduct, in line with the Reportable Conduct Scheme.

Signature

Name (please print)

Date