



# Thornbury Kindergarten Inc.

## Visitors' Code of Conduct

**Thornbury Kindergarten is a Child Safe Organisation. The protection of children is the responsibility of everyone who works at Thornbury Kindergarten, including staff, parents and volunteers.**

In line with the UN Convention on the Rights of the Child, Thornbury 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.

Thornbury Kindergarten has a zero tolerance for child abuse and is committed to acting in the best interests of children and keeping them safe at all times.

Thornbury Kindergarten (the kinder) and its Committee of Management (the committee) are committed to implementing the Child Safe Standards and creating and maintaining a Child Safe Organisation.



### **All visitors, including contractors, volunteers and placement students, must:**

- Fulfil their legal responsibilities and duty of care to protect children and to maintain children's rights, within the appropriate boundaries of the child's confidentiality at all times (refer to Privacy and Confidentiality Policy).
- 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 safe environment for children
  - Ensuring all interactions with children are undertaken in full view of other adults.



### **Students, visitors and volunteers must not:**

- Develop any 'special' relationships with children that could be seen as favouritism, for example, the offering of gifts or special treatment for specific children
- Exhibit behaviours with children which may be construed as unnecessarily physical, for example inappropriate sitting on laps. Sitting on laps can be appropriate sometimes, for example while reading a storybook to a small child in an open plan area
- Put children at risk of abuse, for example, by locking doors
- 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
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Have organised contact with a child or their family outside of our organisation without the committee's knowledge and consent, for example, babysitting

- Have any online contact outside of the requirements of their role with a child or their family without the Committee's knowledge and consent.
- Ignore or disregard any suspected or disclosed child abuse.



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## Staff Procedure for Visitors

1. Greet visitor, find out the purpose of visit
2. Ask visitor to read Code of Conduct in sign in book
3. Visitor to sign in to centre

Please consider the nature of the visitor's visit, if their primary purpose will involve interaction with children follow steps 4 to 8. Otherwise proceed to step 8.

4. If visitor has a Working With Children Check (WWCC) or Victorian Institute Teachers card, sight the card, sign that you have sighted it and/or copy.
5. WWCC number / VIT number to be checked online for currency

<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

<https://www.vit.vic.edu.au/search-the-register>

6. Thornbury Kinder staff member to sign that WWCC / VIT has been checked online
7. Copy of WWCC / VIT put into Visitor folder located in office
8. Visitor to sign out upon departure

- Note - For regular visitors, their WWCC / VIT number is to be checked online twice a year by Child Safety Support Officer / Director. If the visitor is regularly involved in activities, see the Code of Conduct for Involved Adults.