

ROBYN'S ROOM CODE OF CONDUCT

For parents/caregiver and volunteers at the room.

- Quality Area 2: Children's Health and Safety
 - 2:2 Each child is protected
 - 2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- Quality Area 6: Collaborative Partnerships with families and communities
 - 6.1 Respectful relationships with families are developed and maintained and families are supported in their parenting role 6.1.3.
- Quality Area 7: Governance and Leadership
 - 7.1.2 Systems are in place to manage risk and enable the effective management and operation of quality of service.

Rationale At ROBYN'S ROOM

We endeavour to ensure that we provide a welcoming, fun, creative and safe environment. We believe that all families and volunteers play an important role in the effective operation of the Room. The Code of Conduct has been developed to provide information on acceptable conduct that is required of all educators, parents/caregivers and volunteers at our room to ensure the safety and wellbeing of all stakeholders.

AIM - All adults at ROBYN'S ROOM are required to follow the principles of;

Safety-That is to comply with the centres policies and procedures which are available online.

Respect-To act in the best interests of children, their families, educators and all stakeholders who use the service.

Support-Work in a cooperative and collaborative manner.

Communication- Use courteous and acceptable language and behaviour and always demonstrate appropriate body language.

Ethical Conduct and Confidentiality: Ensure that diversity is valued and any information relating to children and families at the room is kept confidential.

Behavioural Practices: In Relation to Children:

-Ensure adults act in a way that models' positive behaviours.

-Engage in positive interactions with children and speak in a manner that is positive and encouraging. Use non-discriminatory, respectful and non-judgemental language. Always demonstrate non-threatening body language and stances.

-Listen to the needs of children. Allow children to self and auto correct and to act independently wherever possible with autonomy and choice. Provide support and assistance when asked for. The Room's philosophy supports the ideology of 'no mistakes or perfection'.

-Ensure children respond and act with respect and dignity towards staff and other children and demonstrate respect for all equipment and chattels of the room.

-Ensure the health, safety and wellbeing of all children at all times .

-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 immediately reported to a staff member). Manual handling is to be avoided, if any form of manual or physical contact is required during an activity, the child must be informed of what is required and their consent be obtained. Avoid doing things of a personal nature for a child that they can do for themselves for example going to the toilet or changing their clothes. If a child requires assistance, ensure that the dignity and respect to the child is sustained at all times.

In Relation to other Adults and Educators:

-Treat everyone with respect and dignity.

-Seek help and advice when needed.

-Respect the rights of others.

-Use non-discriminatory, respectful and non-judgemental language.

-Be aware of the centres routines and procedures.

-Provide encouraging and constructive feedback.

-Be aware of Emergency Evacuation Procedures.

-The behaviour management of children while in the care of educators is the sole responsibility of the educators. Any matters relating to children's behaviours should be brought to the attention of educators whilst children are within their duty of care. Any discussions about a child need to be discussed discreetly and preferable at an alternative time when educators are not responsible for the duty of care of children.

-Refrain from public criticism of children and adults and imposing any judgement or expectation of the work produced by the children at the room.

-UNDER NO CIRCUMSTANCES is a child, parent/caregiver or educator is to be approached directly in a confrontational manner.

-Smoking is prohibited on the room property at all times.

This policy has been endorsed by proprietor to ensure that we all maintain a safe, harmonious and positive learning environment for every child, parent/caregiver and educator at ROBYN'S ROOM.

Policy Review Date: August 2023

References Revised National Quality Standards, August 2022 Seaford Rise Kindergarten.

Code of Conduct for Parents, Carers and Visitors