

Families and Visitors Code of Conduct Policy

Brunswick Crèche & Day Nursery provides an open, welcoming and safe environment. All Families, Parents/Guardians and Visitors play a crucial and valuable role in the effective operation of the centre and in enriching the children's program.

As part of the centres Child Safe Policy, a Family and Visitors Code of Conduct as been developed that provides guidelines for desirable and appropriate behaviour for all, and which reflects the values and beliefs of the organisation. The Code of Conduct is designed to provide principles and practices to guide adult behaviour.

The centre has a legal responsibility to provide a safe and happy environment for all children and staff at the centre. Employers have a responsibility to provide, as far as practicable, a safe workplace that is free from discrimination, bullying and/or harassment. We ask that all Parents read and sign the Code of Conduct below and return it with your enrolment forms.

In relation to children, I understand it is my responsibility to:

- Be positive role model at all times.
- Always speak in an encouraging and positive manner.
- Listen actively to children and offer empathy, support and guidance when needed.
- Regard all children equally and with respect and dignity.
- Refer issues or concerns to the Brunswick Crèche & Day Nursery Educators.

I will not:

- Discipline any other child, and ensure discipline of my own child/ren while in the centre is in line with the centres *Behaviour Guidance Policy, Interactions with Children, Families and Staff, and Respect for Children Policy*.
- Have unnecessary physical contact with children.
- Discuss the development or personal details of any family enrolled in the centre to a third party.

Physical contact with children other than you own should be avoided, unless directed by the staff, r if the safety of the child is compromised. I will:

- Inform children if physical contact is required for an activity and ask them if they are happy to proceed.
- Ensure all interactions with children are undertaken in full view of other adults.
- Never do things of a personal nature for a child that he or she can do for themselves, for example; changing their clothes. I understand only staff will assist children with toileting.

In relation to other adults (Including Educators) and the organisation, I will:

- Treat others with courtesy and respect during all interactions at the centre (including online / electronic interactions), and during all interactions related to the centre (which may include social activities).
- 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 staff if you have any problem complying with any direction).
- 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.
- Abide by the centre's Policy and Procedures Manual.
- Report any accidents, incidents or concerns immediately to staff.
- Follow the centre's Child Safe Standards.



I will not:

- Act in a manner that condones or fails to respond to inappropriate behaviour with children by Brunswick Crèche & Day Nurser staff or members of the public.
- Engage in gossip/hearsay about staff or families.
- Be under the influence of drugs or alcohol
- Undermine staff in front of children or other members of the public.

Breaches of the Code of Conduct will be dealt with immediately.

I agree to abide with the Brunswick Crèche & Day Nursery Families and Visitors Code of Conduct when I am undertaking volunteer duties

Name: _____

Signature: _____

Date: _____

