



## **Bellevue Kindergarten Code of Conduct policy – Standards of Conduct**

Bellevue Kindergarten provides an open, welcoming and safe environment. We believe that all parents/guardians and volunteers play a crucial and valuable role in the effective operation of the centre and in enriching the children's program.

A code of conduct establishes a standard, incorporating the mission, goals, objectives and values of Bellevue Kindergarten, ensuring fairness and equity, by which committee, staff, parents, volunteers and students at Bellevue Kindergarten conduct themselves towards each other, government authorities and the general community.

This code of conduct outlines the type of practice we require all adults working and volunteering at our centre to follow.

### **I. In relation to children**

1. Be a positive role model at all times.
2. Always speak in an encouraging and positive manner.

3. Listen actively to children and offer empathy, support and guidance where needed.
4. Regard all children equally and with respect and dignity.
5. Parents, volunteers and students should avoid physical contact with children other than their own children unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff).
6. Inform children if physical contact is required for an activity and ask them if they are happy to proceed.
7. All interactions with children should be undertaken in full view of other adults.
8. Never do things of a personal nature for a child that they can do themselves; for example, helping them go to the toilet or changing their clothes.
9. Respect the confidential nature of information gained, or behaviour observed, while participating in the program, in relation to other children and adults.
10. Have regard to their cultural values and supporting them to express their culture.
11. Respect individual differences including age, physical and intellectual development, and catering for the abilities of each child at the Kindergarten.
12. Encourage children to express themselves and their opinions.
13. Maintain a safe environment for children.

14. Provide opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the Kindergarten.

### **II. In relation to other adults (including staff)**

15. Use courteous, respectful, encouraging and accepting verbal and non-verbal language.
16. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
17. Respect the rights of others as individuals.
18. Give encouraging and constructive feedback rather than negative criticism.
19. Accept staff decisions and follow their directions at all times. Speak with the staff member if you have a problem complying with any directions.
20. Be aware of routines and guidelines for children's play within the centre, abide by them and seek advice when unsure.
21. Be aware of emergency evacuation procedures.
22. Accept that discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.
23. Avoid approaching staff to discuss a child during a session. Seek an alternative time

when staff are free from contact duties with children.

24. Refrain from public criticism of children and adults at the centre.
25. Raise any issues or grievances as outlined in the Complaints and Grievances Policy.
26. Under NO circumstance should a child, parents/guardians or member of staff be approached directly in a confrontational manner.

not signed into the program, such as working bees and family nights.

32. Raise any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently.
33. Smoking is prohibited on the Kindergarten grounds at all times.
34. Encourage others to act in accordance with this Standards of Conduct and the Code of Conduct policy.

### **III. In General**

27. The centre and staff are responsible for the children who are enrolled and signed in; that is, those children attending the children's program.
28. Adults are responsible for all children who accompany them—for example, while on duty and at drop-off and pick-up times—ensuring they do not inhibit or disrupt the program in any way.
29. Parents/guardians must clean up after their children or following meetings and activities that are not part of the program, such as a working bee, and leave all areas as they were found.
30. Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.
31. Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is

## Code of conduct acknowledgement

I hereby acknowledge that on \_\_\_\_\_  
I received a copy of the Code of Conduct –  
Standards of Conduct for the Bellevue  
Kindergarten.

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

I understand that the committee will deal with  
any breach of the Code of Conduct policy, and  
that any serious breach could lead to the  
withdrawal of my child/ren's place at Bellevue  
Kindergarten or my freedom to be in  
attendance at Bellevue Kindergarten or legal or  
disciplinary action.

I understand that a signed copy of this  
statement of commitment will be kept on file  
while my child/ren remain at the centre or while  
I am involved with the centre, and will be  
disposed of at the end of this time.

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Signature

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Name (please print)

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Date

**A full copy of Bellevue Kindergarten's Code of  
Conduct and the Complaints and Grievances Policy  
can be found on Bellevue Kindergarten's website  
[bellevuekindergarten.org.au](http://bellevuekindergarten.org.au) or at the Kindergarten.**