Code of conduct for parents/guardians, students, volunteers, contractors and visitors

I commit to contributing to creating an environment at Apollo Bay Preschool that:

* respects the rights of the child and values diversity
* acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
* maintains a duty of care (refer to *Definitions*) towards all children at the service
* is committed to the safety and wellbeing of each child at the service
* is committed to the safety and wellbeing of all staff at the service
* provides a safe and secure environment for all at the service
* provides an open, welcoming environment in which everyone’s contribution is valued and respected
* is committed to communicating openly and honestly
* is committed to continually learning how to be inclusive and respectful of cultural needs
* encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

#### Relationships with children

In our relationships with children, I commit to:

* being a positive role model at all times
* encouraging children to express themselves and their opinions
* allowing children to undertake experiences that develop self-reliance and self-esteem
* maintaining a safe environment for children
* speaking to children in an encouraging and positive manner
* giving each child positive guidance and encouraging appropriate behaviour
* regarding all children equally, and with respect and dignity
* having regard to each child’s cultural values
* respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

#### Relationships with the Approved Provider, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

* reading and abiding by the *Code of Conduct Policy*
* developing relationships based on mutual respect
* working in partnership in a courteous, respectful and encouraging manner
* valuing the input of others
* sharing our expertise and knowledge in a considered manner
* respecting the rights of others as individuals
* giving encouraging and constructive feedback, and respecting the value of different professional approaches
* respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
* following the directions of staff at all times
* treating the kindergarten environment with respect
* raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
* raising any complaints or grievances in accordance with the *Complaints and Grievances Policy.*

Code of Conduct Policy Acknowledgement for parents/guardians, students, contractors and volunteers

I hereby acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,I received a copy of the *Code of Conduct Policy* for Apollo Bay Preschool.

I have read this policy and understand its contents. I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst my child is attending Apollo Bay Preschool.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the Code of Conduct may lead to limitations being placed on my attendance at the service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Parent 1 signature |  | Name (please print) |  | Date |
|  |  |  |  |  |
| Parent 2 signature |  | Name (please print) |  | Date |

Thank you for your contribution to making Apollo Bay Preschool an open, safe, welcoming and friendly envir