



Springwood and District Preschool Kindergarten

Parents Code of Conduct for Springwood Preschool Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

[Quality Area 7: Leadership And Service Management](#)

[168 Education and care service must have policies and procedures](#)

[181 Confidentiality of records kept by approved provider](#)

[183 Storage of records and other documents](#)

Rationale:

Springwood Preschool Kindergarten acknowledges the importance of understanding the legislation required in order to manage a children's service.

Springwood Preschool provides an open, welcoming and safe environment. It believes that all parents play a crucial role in the effective operation of the Preschool. This Code of Conduct details acceptable conduct required of all adults involved in our Preschool and will assist in ensuring the safety and well being of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.

The Management Committee has a legal responsibility to provide a safe and harmonious environment for all children and staff.

All parents of children attending the Preschool will be required to read the Code of Conduct and sign it so that they understand what constitutes acceptable behaviour from adults in the Preschool environment.

It should be noted that a breach of the Code of Conduct may result in formal disciplinary action by the Management Committee and lead to exclusion from the Preschool.

Principles of Standards of Conduct

All adults are expected to follow the principles of:

- **Safety** – Comply with all Policies and Procedures of the Preschool. These are available in each room
- **Respect** – Always act in the best interests of children, their families, staff and users of the service
- **Effective Communication** – Use courteous and acceptable language and refrain from the use of profane, insulting, harassing or otherwise offensive language
- **Ethical Conduct** – Value diversity and refrain from all actions and behaviour that constitute harassment or discrimination



Behavioural Practices to Follow

In relation to the children:

- Remember to be a positive role model at all times
- Always speak in an encouraging and positive manner
- Listen actively to children and offer empathy, support and guidance where needed
- Treat all children equally and with respect and dignity
- Always put the care, welfare and safety needs of a child first

In relation to other adults and staff:

- Treat everyone with respect, honesty, courtesy, sensitivity, tact, consideration and humility
- Be aware of your own body language and stay calm and relaxed
- Use non-discriminatory, respectful and non-judgmental language
- Respect the right of others as individuals
- Give encouraging and constructive feedback rather than negative criticism
- Avoid approaching staff to discuss a child when that child is present. Seek an alternative time when staff are free from contact duties with children
- Refrain from public criticism of children and adults at Preschool
- Any issues or grievances should be directed to the Management Committee as outlined in the Complaints Policy. Under NO circumstance should a child, parent or member of staff be approached directly in a confrontational manner

Name: _____

Signed: Date:

Links to Quality Areas and Standards:		
Quality Area 2		Children's health and safety
Standard	2.2	Each child is protected.
Quality Area 4		Staffing Arrangements
Standard	4.1	Staffing arrangements enhance children's learning and development.
Standard	4.2	Management, educators and staff are collaborative, respectful and ethical.
Quality Area 6		Collaborative partnerships with families and communities
Standard	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Quality Area 7		Governance and Leadership
Element	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element	7.2.1	There is an effective self-assessment and quality improvement process in place.

Source:

Because It Matters P/L

Early Childhood Australia (2006). *Code of Ethics*. Canberra, ACT. Early Childhood Australia. Department of Education, (Feb 2018) *Education and Care Services National Regulations*.



Department of Education, (Feb 2018) *National Quality Standard for Early Education and Care and School Aged Children.*

<https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/quality-and-regulations>

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

