

CODE OF CONDUCT POLICY

Mandatory – Quality Area 4



PURPOSE

This policy will provide guidelines to:

- establish the expected standards of behaviour for the Approved Provider, Nominated Supervisor, staff, contractors, volunteers, students on placement, parents/guardians and visitors
- create and maintain a child safe environment that reflects the philosophy, beliefs, objectives and values of Bentleigh West Kindergarten Inc.
- promote desirable and appropriate behaviour
- ensure that all staff interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

POLICY STATEMENT

1. VALUES

Bentleigh West Kindergarten Inc. is committed to the following:

- 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 volunteers, students, parents/guardians and visitors to support and participate in the program and activities of the service.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, staff, contractors, volunteers, students on placement, parents/guardians and visitors attending the programs and activities of Bentleigh West Kindergarten Inc.

3. BACKGROUND AND LEGISLATION

Background

Codes of conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The Approved Provider, Nominated Supervisor and staff have a duty of care to the children attending the service and must ensure 'that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury' (*Education and Care Services National Law Act 2010: Section 167*).

The *National Quality Standard* requires that staff are respectful and ethical and that 'professional standards guide practice, interactions and relationships' (*National Quality Standard: 4.2 and 4.2.2*).

Employers also have a legal responsibility to provide, as far as is practicable, a safe workplace that is free from discrimination, bullying and harassment.

Child Safe Standard 3 requires services to develop and review codes of conduct that establish clear expectations for appropriate behaviour with children including:

- how to respond to risks adults may pose to children or that children may pose to each other
- how to ensure the cultural safety of Aboriginal children and culturally and linguistically diverse children
- how to be inclusive of all children, including children with a disability.

A Code of Conduct should be informed by the service's philosophy, beliefs and values, and based on ethical principles of mutual respect, equity and fairness. Consideration should be given to the Victorian Teaching Profession *Code of Conduct and the Code of Ethics* and to the Early Childhood Australia's *Code of Ethics* in developing the code of conduct.

The Approved Provider must ensure that the Nominated Supervisor, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Bentleigh West Kindergarten Inc. adhere to the expectations outlined in the Code of Conduct when communicating to and interacting with:

- children at the service and their parents and family members
- each other
- others in the community.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- Child Safe Standards (Vic)
- *Children, Youth and Families Act 2005 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Disability Discrimination Act 1992 (Cth)*
- *Education and Care Services National Law Act 2010: Sections 166, 167, 174*
- *Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175*
- *Equal Opportunity Act 2010 (Vic)*
- *Fair Work Act 2009 (Cth)*
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Racial Discrimination Act 1975*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Sex Discrimination Act 1984 (Cth)*
- Victorian Institute of Teaching *The Victorian Teaching Profession Code of Conduct*
- Victorian Institute of Teaching *The Victorian Teaching Profession Code of Ethics*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Assault: An incident where a person causes injury, pain, discomfort or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.

Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Ethical conduct: Always act in the best interests of children, their parents/guardians and families, and users of the service.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- racial taunts
- taunts about sexual orientation or gender identity
- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- repeated insulting remarks.

Notifiable complaint: A complaint that alleges a breach of the Education and Care Services National Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the Approved Provider to the secretary of DET within 24 hours of the complaint being made (*Education and Care Services National Regulations 2011* Section 176(2) (b)). Written reports to DET must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the Grievances Subcommittee
- Any other relevant information.

Written notification of complaints must be submitted via the National Quality Agenda IT system (NQA ITS): <http://www.acecqa.gov.au/national-quality-agenda-it-system>. If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

Respect: Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

Serious incident: A serious incident is defined as (*Education and Care Services National Regulations 2011* regulation 12):

- the death of a child -
 - while being cared for by an education and care service; or
 - following an incident while being educated and cared for by an education and care service
- any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service -

- which a reasonable person would consider required urgent medical attention from a registered medical practitioner (examples include broken limbs, severe asthma attack, seizure or anaphylaxis reaction); or
 - for which the child attended, or ought reasonably to have attended a hospital.
- any incident where the attendance by emergency services at the education and care service premises was sought, or ought reasonably to have been sought
 - any circumstances where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for;
 - appears to have been taken or removed from the education and care services premises in a manner that contravenes National Regulations;
 - is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

The Regulatory Authority must be notified of a serious incident (section 176(2)(a)) **in writing** in the case of:

- the death of a child, as soon as practicable but within 24 hours of the death, or the time that the person becomes aware of the death
- any other serious incident, within 24 hours of the incident or the time that the person becomes aware of the incident

Written notification of serious incidents must be submitted via the ACECQA portal using the appropriate forms at <https://www.acecqa.gov.au/resources/applications..>

Support: Work in a co-operative and positive manner.

5. SOURCES AND RELATED POLICIES

Sources

- Early Childhood Australia, *Code of Ethics*: <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
- United Nations, *The Universal Declaration of Human Rights*: <http://www.un.org/en/universal-declaration-human-rights/>
- United Nations, *Convention on The Rights of the Child*: <http://www.unicef.org/crc/>
- Victoria Legal Aid: www.legalaid.vic.gov.au
- Victorian Institute of Teaching – The Victorian Teaching Profession Code of Conduct and Code of Ethics: <http://www.vit.vic.edu.au>

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*
- *Relaxation and Sleep Policy*
- *Staffing Policy*
- *Child Safe Environment Policy*

PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- providing a safe environment for staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Bentleigh West Kindergarten Inc.
- providing guidance through leadership and by being a positive role model

- developing and updating/ reviewing codes of conduct for Bentleigh West Kindergarten in collaboration with the Nominated Supervisor, staff, parents/guardians, children and others involved with the service (refer to Attachments 1 and 3)
- ensuring that staff, volunteers, students and parents/guardians are provided with a copy of this policy on employment, engagement or enrolment at the service and that the current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors
- ensuring that staff complete and sign the *Code of Conduct Acknowledgement* (refer to Attachment 2) and that these are filed with individual staff records upon engagement in the service
- ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations
- developing a culture of accountability within the service for complying with the code(s) of conduct and being prepared to respond when behavioural expectations are not adhered to
- working with the Nominated Supervisor, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- ensuring that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child
- ensuring that all children being educated and cared for at Bentleigh West Kindergarten Inc. are protected from harm and any hazard likely to cause injury (*Education and Care Services National Regulations 2011: Section 167*) and ensure that Child Safe education is embedded into the kindergarten's program and practices
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Nominated Supervisor or educators under the Law (*Education and Care Services National Regulations 2011: Regulation 157*)
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*) or of a notifiable complaint (refer to *Definitions*) at the service (National Law: Sections 174(2)(b) and 174(4), *Education and Care Services National Regulations 2011: Regulations 175(2)(c) and 176(2)(b)*) via the NQAITS
- referring notifiable complaints (refer to *Definitions*), grievances or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee (refer to *Complaints and Grievances Policy*)
- activating the *Complaints and Grievances Policy* on notification of a breach of the *Code of Conduct Policy*
- taking appropriate disciplinary or legal action, or reviewing the terms of employment in the event of misconduct or a serious breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safe Environment Policy*.

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- ensuring that the children educated and cared for at Bentleigh West Kindergarten Inc. are protected from harm and from any hazard likely to cause injury (*Education and Care Services National Law Act 2010: Section 167*)
- providing guidance through their leadership and by being a positive role model
- assisting the Approved Provider to develop professional standards for staff (refer to Attachment 1)

- ensuring that all educators, staff, volunteers, students, parents/guardians and visitors are provided with a copy of this policy on employment, enrolment or arrival at the service
- completing and signing the *Code of Conduct Acknowledgement* (refer to Attachment 2)
- adhering to the professional standards for staff (refer to Attachment 1) at all times
- informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated, or where sexual abuse or grooming is suspected as outlined in the *Child Safe Environment Policy*
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or where the parent is prohibited by a court order from having contact with a child (*Education and Care Services National Regulations 2011: Regulation 157*)
- working with the Approved Provider, educators, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions and supports constructive feedback
- developing practices and procedures to ensure that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.

All Staff are responsible for:

- assisting the Approved Provider to develop professional standards for staff (refer to Attachment 1)
- completing and signing the *Code of Conduct Acknowledgement* (refer to Attachment 2)
- adhering to the professional standards for staff (refer to Attachment 1) at all times
- providing guidance to parents/guardians and volunteers through positive role modelling and, when appropriate, clear and respectful directions
- working with the Approved Provider, Nominated Supervisor, educators, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions and supports constructive feedback
- ensuring that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child
- informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safe Environment Policy*.
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.

Parents/guardians are responsible for:

- reading the *Code of Conduct Policy and Standards of Conduct (Attachment 3)*
- abiding by the standards of conduct, as set out in this policy, while at the service
- completing and signing the *Code of Conduct Acknowledgement - Kindergarten Families* (refer to Attachment 4)
- abiding by the law
- complying with all policies of the service.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Professional standards of conduct for Kindergarten Educators
- Attachment 2: *Code of Conduct Acknowledgement – Kindergarten Educators*
- Attachment 3: Standards of conduct for families of Bentleigh West Kindergarten Inc.
- Attachment 4: *Code of Conduct Acknowledgement – Kindergarten Families*
- Attachment 5: Standards of conduct for Committee of Management of BWK Inc.

AUTHORISATION

This policy was adopted by the Approved Provider Bentleigh West Kindergarten Inc. in September 2020

REVIEW DATE: SEPT 2020

ATTACHMENT 1

Professional standards for the Approved Provider, Persons with Management and Control, Nominated Supervisor and all staff¹

This attachment was developed using the Victorian Institute of Teaching's Code of Conduct as a guide, (refer to *Sources*).

The Approved Provider, Persons with Management and Control, Nominated Supervisor and all staff at Bentleigh West Kindergarten Inc. are responsible for promoting the safety and wellbeing of children and their families by:

- welcoming all children and their families and being inclusive
- treating everyone with respect, including listening to and valuing their ideas and opinions
- contributing to a culture of child safety
- adhering to the *Child Safe Environment Policy* and all other policies
- taking all reasonable steps to protect children from abuse
- 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*
- reporting and acting on any breaches of this Code of Conduct, complaints or concerns.

Professional responsibilities

The Approved Provider, Persons with Management and Control, Nominated Supervisor and all staff demonstrate our commitment to our professional responsibilities by:

- undertaking duties in a competent, timely and responsible way
- ensuring our knowledge and expertise is up to date and relevant to our roles
- being aware of the role of other professionals and agencies and working collaboratively and within the limits of our professional expertise
- understanding and complying with legal obligations in relation to:
 - discrimination, harassment and vilification
 - negligence
 - grooming
 - disclosure of child sexual abuse
 - protection of a child from sexual abuse
 - mandatory reporting
 - privacy and confidentiality
 - occupational health and safety, including emergency evaluation procedures
 - maintaining teacher registration and Working with Children checks as applicable.
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

Relationships with children

In their relationships with children, the Approved Provider (if an individual), Persons with Management and Control, Nominated Supervisor and all staff will demonstrate their commitment to high-quality education and care for children by:

- 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

¹ This attachment was informed by the Victorian Institute of Teaching's *The Victorian Teaching Profession Code of Conduct* and *A Guide for Creating A Child Safe Organisation*, available from the Commission for Children and Young People (refer to *Sources*)

- respecting the rights of all children
- contributing to a service environment that is free from discrimination, bullying and harassment
- speaking to children in an encouraging and positive manner
- listening actively to children and offering empathy and support
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to the cultural values, age, physical and intellectual development, and abilities of each child at the service
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- informing children if physical contact is required for any purpose, and asking them if they are comfortable with this interaction
- ensuring all interactions with children are undertaken in full view of other adults
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- respecting the confidential nature of information gained about each child while participating in the program.

Relationships with parents/guardians and families

In our relationships with parents/guardians and families, the Approved Provider, Nominated Supervisor and all staff demonstrate our commitment to collaboration by:

- being respectful of, and courteous towards, parents/guardians and families at all times
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- communicating with parents/guardians and families in a timely and sensitive manner
- responding to concerns expressed by parents/guardians and families in a timely and appropriate manner
- respecting the cultural context of each child and their family
- working collaboratively with parents/guardians and families
- respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the *Privacy and Confidentiality Policy*.

Relationships with employer and between colleagues

In relationships with the Approved Provider, Persons with Management and Control, Nominated Supervisor and between colleagues, staff demonstrate collegiality by:

- encouraging others to act in accordance with this Code of Conduct and taking action when they observe behaviours which are outside of the Code of Conduct
- developing relationships based on mutual respect, equity and fairness
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing expertise and knowledge in appropriate forums, and in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- being prepared to have difficult conversations and use constructive processes to address differences of opinion.

ATTACHMENT 3

Standards of conduct for families of Bentleigh West Kindergarten Inc.

I commit to contributing to creating an environment at Bentleigh West Kindergarten Inc. 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.

Behavioural practices to follow

In relation to children

- 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
- Regard all children equally and with respect and dignity
- Physical contact with children other than your own should be avoided unless directed by our educators or if the safety of a child is compromised (this should be reported immediately to staff)
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed
- All interactions with children should be undertaken in full view of other adults
- 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
- Be aware of routines and guidelines for children's play within the centre, abide by them and seek advice when unsure
- 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 educators immediately
- Respect the confidential nature of information gained, or behaviour observed, while participating in the program, in relation to other children and adults

In relation to other adults:

- Use courteous, respectful, encouraging and accepting verbal and non-verbal language
- Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language
- 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 the educators if you have a problem complying with any directions
- Avoid approaching the educators to discuss a child during a session. Seek an alternative time when educators are free from contact duties with children
- Refrain from public criticism of children and adults at the centre
- Raise any issues or grievances as outlined in the Complaints and Grievances Policy
- Under NO circumstance should a child, parents/guardians or member of the Kindergarten be approached directly in a confrontational manner
- Smoking is prohibited on the Kindergarten property at all times.

In general:

- The Kindergarten and educators are responsible for the children who are enrolled and signed in; that is, those children attending the children's program
- Be aware of emergency evacuation procedures
- Parents/ guardians 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
- 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
- Kindergarten educators may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program
- Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, such as working bees and family nights
- Mobile phone use during kindergarten program time must be kept to a minimum. Please leave the room if required to make or take a call/text
- Taking photos of other families' children during Kinder duty is not allowed without written consent from that child's family or permission from kindergarten.

Our Code of Conduct Policy in its entirety is available to read both on the Kindergarten website: www.bentleighwestkinder.org.au and in the foyer of the Kindergarten building.

Procedures for dealing with a breach in the Code of Conduct

On notification of a breach of the code, the Committee will activate the *Complaints and Grievances Policy*. The Grievances Sub-committee will recommend a course of action to the Committee that may include, but is not limited to:

- Issuing a first and final warning letter, or meeting to inform the relevant person/s of the outcome of the investigation and that another breach of the code of conduct will not be tolerated
- The Kindergarten may seek to get an intervention order (via the legal system) against the relevant offending person. Success in obtaining a restraining order may prevent this person from attending the centre either to deliver or collect children or to participate in the program
- Withdrawing or suspending a child's place in the program due to the parent's/guardian's serious breach of the Code of Conduct. This action will only be taken if no other alternatives are deemed appropriate by the Sub-committee/Committee.

Emergency situations

In an emergency situation, where it is believed that staff, children or parents/guardians are at immediate risk (for example, violence has been threatened or perpetrated), the staff members and/or Committee involved need to be able to act quickly and decisively. The Committee, the Primary Nominee and all Nominees are authorised to contact the local police to advise them of the current situation.

The Executive Committee is the delegated authority to determine suitable actions in these situations, which may include but are not be limited to:

- Suspending the relevant person/s from attending the centre until the Committee has investigated and decided on an appropriate course of action. If required, notifying the parents/guardians that alternate arrangements will need to be organised for the delivery and collection of their child to ensure that the suspended person does not attend the centre
- Suspending a child's place in the program due to the suspended person still attending the centre after they have been advised not to
- Applying immediately for an intervention order (via the legal system).

ATTACHMENT 4



Bentleigh West Kindergarten Inc.

Code of Conduct Acknowledgement – Kindergarten Families

I hereby acknowledge that on _____ I received a copy of the Standards of Conduct attachment from the Code of Conduct policy for **BENTLEIGH WEST KINDERGARTEN INC.**

I have read this attachment, I understand its contents, and I agree to abide by the principles, practices and consequences set out within. I understand that the full version of this policy is available for reading via the Kindergarten website or in the foyer of the Kindergarten building.

I understand that the Committee will deal with any breach of this policy, and that any serious breach could lead to the withdrawal of my child/ren’s place at **BENTLEIGH WEST KINDERGARTEN** or my freedom to be in attendance at **BENTLEIGH WEST KINDERGARTEN** or to 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.

_____	_____	_____
Signature	Name (please print)	Date
_____	_____	_____
Witness signature	Name (please print)	Date

ATTACHMENT 5

Standards of Conduct for the Committee of Management of BWK Inc.

Every Committee member will:

- strive to achieve Bentleigh West Kindergarten's philosophy and uphold its core values
- ensure all Bentleigh West Kindergarten and Committee activities are in compliance with relevant legislation, and in line with the constitution, by-laws and policies of the organisation
- promote the work of Bentleigh West Kindergarten and keep informed about its programs and activities
- ensure that all activities of Bentleigh West Kindergarten are responsive to the needs and interests of members
- acknowledge that the Committee administers a body funded by public money and ensure that its proceedings are properly conducted and open to public scrutiny (while recognising the need to be confidential and comply with the service's Privacy Policy when individual users and staff are under discussion)
- ensure that the Committee is accountable to the members by documenting and communicating actions and decisions, as appropriate
- apply the principles of equality and diversity, and ensure that the organisation is fair and open to all sections of the Association in all of its activities
- actively seek input and communicate with members of Bentleigh West Kindergarten Inc.
- act with honesty, fairness and openness in all dealings as representatives of Bentleigh West Kindergarten
- conduct themselves in a manner which does not undermine the reputation of Bentleigh West Kindergarten or its staff
- exercise the powers vested in them as Committee members for the good of all members of Bentleigh West Kindergarten and not secure any benefit or advantage for themselves
- disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
- respect the confidentiality of Committee papers, discussions, and decisions of the Committee and use information gained in their role as Committee members appropriately
- act prudently and with probity to protect all financial assets and resources of Bentleigh West Kindergarten and ensure that they are used to deliver the service's objectives
- understand that no Committee member has individual authority or power by being a member of the Committee, unless it has been specifically delegated; only the Committee as a whole can take actions or make decisions unless otherwise agreed and recorded in the minutes
- attend meetings punctually and be well prepared, having read the agenda and supporting papers, and having considered the contribution they may make on agenda items
- treat all information presented as confidential, unless otherwise specified by the Committee
- accept collective responsibility for the decisions of the Committee.