

Code of Conduct and Expectation Charter:

POLICY STATEMENT:

Grays Point Activity Centre (GPAC) have a Code of Conduct and Expectation Charter to set out guidance and respectful communication. It ensures that everyone who visits the Service is able to do so in a safe and friendly manner. It also ensures that children, Educators and other visitors are not subjected to aggressive, hostile or violent behaviours.

GPAC is committed to protecting children attending the Service and staff and families at the Centre. The service strives to provide a child safe environment at all times and this code aims to provide parents/caregivers and visitors with certainty about what are acceptable standards of behaviour when attending this Centre.

Whilst in care at GPAC the Committee and staff will provide the best care they believe, in line with Policies and Procedures. They will also work with the School and Community to ensure our environment is collaborative, supportive and cohesive.

This Charter will support parents/caregivers and visitors to respond in a way that supports the safety, welfare and wellbeing of staff, children and families at all times. As a parent/caregiver of a child attending GPAC, you must meet the following requirements in regard to your conduct during the times when you are present at the Centre.

Please also view GPAC's :

- Goals
- Philosophy
- Mission and
- Family Handbook

We work to create a positive environment and support children, staff and the entire extended Grays Point community.

We strive to ensure every child is known, valued and cared for in a safe, fun environment full of children's ideas and creativeness.

Respectful communication

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in GPAC or the School community.

To ensure the wellbeing of children, staff and the community, steps will be taken to address unacceptable behaviour. This may include restricting contact with the Centre or Management Committee and in more serious cases referral to the Police.

Respect the rights, dignity and worth of every staff member, Management Committee member, children and families regardless of their gender, ability, cultural background or religion.

Be a positive role model.

Be courteous and respectful.

Use appropriate language at all times.

Remember that children learn best by example.

Do not attend the Centre if you are affected by illegal drugs or alcohol or consume them while at the Centre.

Do not smoke at the Centre or surrounding areas.

Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct and Expectation Charter.

Unacceptable behaviour may include but not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Unwanted or inappropriate physical contact.
- Treating members of the School community differently due to aspects such as their religion or disability.
- Children consistently ignoring Educator direction.
- Inappropriate and time-wasting communication.
- Photography, filming, recording or videorecording of any form without Responsible Person approval.
- Swearing/shouting.
- Emotional abuse towards children.
- Bullying.
- Children absconding from Service or trying to go outside the gate.
- Children locking themselves in areas which Educators cannot access.
- Inappropriate body language to staff, the Committee, children or other guardian.
- Sexual innuendos/actions
- Disrespectful Educators, peers or visitors to the Service.
- Maliciously breaking or threatening to break Centre equipment and property.
- Threats.
- Cruelty to animals.
- Graffiti, vandalism or theft.
- Inappropriate drawing or letters.

In the event of anyone displaying any of the above behaviours, GPAC reserves the right to ask the offending parent to leave the Service immediately, further action may be taken, the Police may be called in severe cases. School security and the Principal will also be advised.

At the Centre Managers/Committees discretion the offender may be banned from attending the Service for drop offs or collections or may cancel care for the child/ren at GPAC. Service providers have the right to exclude any child who causes disruption to any child who is not following the policies of the Service.



If a child is found to be consistently using inappropriate behaviours, Educators retain the ability to physically restrain the child and notify parents immediately. A behaviour management plan will be implemented in collaboration with the child and carers. In severe cases where Educators and/or children are at risk of harm or a behaviour management plan is unsuccessful in guiding behaviour, parents/guardians may be called to pick up their child immediately. At the Centre Managers discretion, the child may be excluded from the Service for the following day, for a longer period of time or permanently.

Parents are encouraged to work with Educators to develop behaviour management strategies or discuss concerns or issues that may be impacting on your child e.g. loss of a family member, grief, separation or moving to a new house. This enable Educators and GPAC to provide necessary support for your child.

If an Educator has been known to use any of the above behaviours, a meeting will be arranged with Centre Manager, involving an official warning in writing. In more severe cases the Educator will be asked to leave the Service.

Please also refer to our :

Family Handbook - Expectations of parents

OSHC License Agreement - Lease

<https://policies.education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

NSW Government School Community Charter

CONSIDERATIONS

Inclosed Lands Protection Act 1901 No. 33 NSW

Some relevant clauses (but not limited to) Clause 4 – Unlawful entry on inclosed lands

Clause 4A – Offensive conduct whilst on inclosed lands

Clause 4B – Aggravated unlawful entry on inclosed lands

Clause 5 – Leaving the gate open

ENDORSEMENT BY THE SERVICE:

Approval date: _____

Date for review: _____



Parent/Guardian 1

I agree to abide by GPAC's Code of Conduct and Charter and understand the consequences :

Name:

Signature:

Date:

Parent/Guardian 2

I agree to abide by GPAC's Code of Conduct and Charter and understand the consequences :

Name:

Signature:

Date: