

## Code of Conduct

### National Quality Standard 4

#### In relation to staff

- To speak and treat everyone respectfully and ethically, including all staff members, children, families and the community.
- To work collaboratively and affirm, challenge, respect, support and learn from each other to further develop their skills and improve practice and relationships.
- Be respectful by paying attention, listening carefully and responding appropriately
- Communicate in a friendly and positively manner using a range of communication techniques to ensure all staff have common understandings and are aware of any issues. Ensuring that all staff are aware of information, regardless of whether they were present on the day.
- Ensure that all staff members have the opportunity to express ideas and be involved in planning and staff meetings.
- To work together to resolve any issues that arise.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback.
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#### In relation to children and their families

- Listen to and learn from families, supporting them and helping to feel a sense of belonging.
- To develop positive relationships and work in partnerships with decisions about their child.
- Value each family and child, and strive to learn their culture e.g. lifestyle, customs, beliefs
- Be sensitive to the children and families and empower them where possible.
- Maintain confidentiality and respect the rights of children and their families.
- Be positive role models at all times.
- Always speak in an encouraging and positive manner.
- Listen actively to children and their families and offer empathy, support, guidance and encouragement where needed.
- Provide a safe, friendly learning environment, with an opportunity for all children to learn.
- Ensure interactions with children and adults are respectful and considerate treating equally
- Provide an open, welcoming environment in which everyone's contribution is valued
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#### In relation to the kindy community

- Learn about what the community has available and can support the kindy curriculum and ways in which the kindy can support the community.
- Make connections within the community that will extend, support and develop the kindy program and curriculum.
- Encourage parents/guardians, volunteers and community members to support and participate in the kindergartens program.
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We also refer to DECD Code of Ethics