

At Boondall Kindergarten all staff, management committee members, families and community members aim to work together to create an engaging and safe environment that supports all children's learning and wellbeing. Staff, management committee, parents/guardians and community members who visit our kindergarten, must ensure their conduct and communication is respectful and aligns with this Code of Conduct.

Expected Conduct

It is expected that every committee member, parent/guardian and visitor will:

- Comply with Boondall Kindergarten & Lady Gowrie Community Kindergartens Policies & Procedures
- Behave in a way that supports health, safety and wellbeing of yourself and others
- Use non-discriminatory, respectful & non-judgmental language
- Respect the authority of Boondall Kindergarten employees and follow their directions
- Engage in positive interactions to children & staff
- Be polite, respectful, listen to and value other's perspectives
- Contribute positively to the workings of a community kindergarten
- Respect the privacy of others and except for your own children, not record images, audio, &/or video of children, staff and other visitors without their consent (and in the case of another child, the consent of their parent/guardian).
- Respect the privacy of others and except for your own children, not share, store or access children's image for personal use. Speak positively about Boondall Kindergarten and our staff.
- Request a meeting with your child's teacher to discuss any questions or concerns you may have about your child's education and care
- Understand our employees have responsibilities and duty of care for the children & an alternative appropriate time may need to be made to talk/meet with you
- Respect Boondall Kindergarten property and the property of our employees, contractors, volunteers, other families, & children
- Raise complaints in accordance with our Grievance Process
- Ensure all family members and emergency contacts associated with your child's enrolment read, understand and follow this Code of Conduct.

Unacceptable Conduct

Includes, but is not limited to:

- Using inappropriate, threatening, aggressive or abusive language, gestures or images. This includes swearing, yelling, and throwing items
- Using language or conduct which is likely to offend, harass, bully, vilify, intimidate or discriminate against another person
- Interacting physically, verbally or online with children, our employees or others in a manner which is not appropriate and may endanger the person's health, safety and wellbeing
- Posting comments or material to social media that may damage the reputation of Boondall Kindergarten and any of our employees
- Gossiping or making derogatory statements about Boondall Kindergarten, our employees, families, children, or community members. Any concerns must be raised through the Grievance Process
- Sharing confidential information inappropriately
- Theft, fraud or misuse of Boondall Kindergarten property or resources
- Involving our employees in disputes between parents/guardians/families
- Visiting or attending a Boondall Kindergarten function/ activity whilst under the influence of alcohol, illicit or other harmful substances
- Bringing alcohol, weapons or illegal substances into Boondall Kindergarten
- Smoking &/or vaping within the kindergarten or within 5 meters of the kindergarten boundary

Non-compliance

Breaches of the Code of Conduct will not be tolerated and may lead to serious consequences. Where appropriate, Boondall Kindergarten will try to resolve matters collaboratively with you.

If in Boondall Kindergarten's opinion, the breach is serious and/or there is a risk of ongoing non-compliance, we may take any action that is considered appropriate; this may include cancelling your child's enrolment.

In accordance with applicable legislation and the Boondall Kindergarten's Child & Youth Risk Management Strategy, unlawful breaches of this Code of Conduct will be reported to the relevant authorities.