

## Early Years Services – QA6.3 Family Code of Conduct

TRIM Reference: D22/209250 Due for Review: 7 September 2024  
Responsible Officer: Coordinator Early Years

### Purpose

This policy is to guide families to act in a respectful and ethical manner for the benefit of the Early Year's Service and the community. It is expected that each family member understands and complies with this code of conduct when interacting with staff, families and children when they attend the service.

### Policy Principles

Evidence of link to National Quality Standards: 2.2.3, 6.1, 6.2  
Evidence of link to Education & Care Services National Regulations 2010: 82, 83, 168 (2) (i)  
Victorian Children's Services Regulations 2020  
Child Safe Standards 1, 2, 4, 9, 10, 11

### Scope

This policy applies to all parents, guardians, carers, children and families accessing Surf Coast Shire Council Early Years Services

### Policy

Surf Coast Shire is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have a commitment to the cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability. We aim to create enriching experiences for young learners and want children to feel safe, happy and empowered. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

### Expectations

Anyone attending a Surf Coast Shire Early Childhood Education and Care service is expected to:

- Follow Surf Coast Shire child safe standards policy and uphold a commitment to child safety at all times.
- Behave in a respectful manner towards all staff, children and other families.
- Be responsible for establishing and maintaining positive relationships and modelling this to children.

### **Ethical conduct and communication with staff and children**

Parents play a key role in the education of their child/ren and should act in the best interest of children, their families and the wider community. When attending a Surf Coast Shire Early Childhood Education and Care service parents must:

- Take all reasonable steps to protect children from abuse and report any allegations of suspected child abuse to Surf Coast Shire (SCS).
- Treat all children and adults associated with SCS early years' service with respect.
- Accept and embrace cultural differences, differing needs and personal ability.
- Contribute to a welcoming, inclusive and safe environment for all children, other parents, staff and volunteers.
- Promote a safe environment for all families.
- Report any injury or hazard in a building or playground that may cause an injury.
- Respect the property of the service and other people's property, privacy and confidentiality.
- Comply with all SCS policies.
- Refrain from engaging in malicious or judgemental conversations (either directly or online) and ensure that anything they say about others is fair and truthful.
- Refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification towards other parents or staff of SCS.
- Refrain from offensive, insulting or derogatory language or conduct towards other parents or staff of SCS.
- Not smoke on Early Years' service grounds or within four metres of any entrance (Victorian Law)
- Not possess alcohol on Early Years' service grounds
- Never possess illicit drugs on Early Years' service grounds
- Not attend kindergarten events if affected by alcohol or other intoxicants
- Conduct yourself in a manner that is consistent with the above principles

### **Communication and interaction with staff, other parents and children**

Written and spoken communication to anyone in the SCS Early Years community should be courteous and respectful.

When communicating, parents, carers or guardians must:

- Interact civilly with staff, children and other parents at all times
- Not use abusive/threatening language or expletives, raise their voice, insult or engage in violent behaviour to anyone on Early Years' service grounds or at any Early Years -related events
- Not discipline or raise their voice or get involved in verbal altercations with another parent or child or staff member under any circumstances
- Respect the privacy of other students, parents, staff, contractors and volunteers in the Early Years' service community.

Parents, carers or guardians must not:

- Take a photo or video recording of another student or parent without their consent
- Post a photo or video recording of another student or parent on social media without consent
- Post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand
- Disclose the personal details of a child or parent to another person without consent.

### **Kindergarten only**

In addition, a parent who is a member of the Kindergarten Parent Advisory Group (PAG) will also undertake to:

- Ensure all PAG activities are in compliance with relevant legislation and in line with the constitution, by-laws and policies and legal requirements as an incorporated association.
- Promote and support the work of the service and keep informed about its programs and activities.
- Not undermine or damage the reputation of the kindergarten or Surf Coast Shire.
- Act in the interests of all members of the 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 PAG information, discussions, and decisions of the PAG.
- Act with honesty, fairness and openness in all dealings as representatives of the kindergarten PAG.
- Accept collective responsibility for the decisions of the PAG.

## Definitions

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

D22/217989	Early Years Enrolment and Orientation
D15/35312	Early Years Child Safe Environment
D14/94973	Early Years Delivery of children to, and collection from, education and care service premises
SCS – 032	Complaint Handling Policy
D16/68577	Complaints and Grievances Instructions

### Other References

The Early Childhood Australia (ECA) Code of Ethics  
 The National Convention of Rights of the Child 1989  
 Education and Care Services National Regulations 2011  
 ACECQA National Quality Standards  
 Commission for Children and Young people – Child Safe Standards  
 Victorian Children’s Services Regulations 2020

## Document History

Version	Document History	Approved by – Date
1	<i>New policy</i>	Manager Community Strengthening 7 March 2023