

BUSH KIDZ DAYCARE

CODE OF CONDUCT

VERSION 5 – 20th September 2010

OUR GOAL – BUSH KIDZ THE WORLD CLASS LEADER IN EARLY CHILDHOOD EDUCATION

Bush Kidz Staff and Management

Introduction

Bush Kidz 'Code of Conduct' will be made available to, and applies to, all staff, owners, parents, children, contractors and the wider community. It details ethics, principles, obligations, and standards of conduct. This includes, and is not limited to, dress standards, confidentiality of information, conflict of interest, our Bush Kidz curriculum, behaviour, communication and self development. This Code of Practice allows us to be consistent in approach (on the same page) by all stakeholders now and in the future.

Bush Kidz Code of Conduct is holistic and, when it is implemented by all stakeholders, will allow us to continually improve and be recognised as achieving our goal of **Bush Kidz, the World Class Leader in Early Childhood Education**. If you look at the true quality priorities that we all strive for in creating a great place for young children, it can be spelled out in the acronym SCOPE (Safe, Clean, Organized, Professional, and Educational). These five priorities are our central theme, which everyone can rally around and keep as our central focus.

Scope is :

S afe – to ensure the safety of all who attend the centre on a daily basis.

C lean - to ensure hygiene is maintained at its highest

O rganised – to allow all stakeholders be clear about the expectations of the centre

P rofessional – to ensure a high level of professionalism is adopted daily

E ducational – to ensure we are providing the highest possible educational program for the children in our care

We will be using SCOPE to refer to the ideals in our Code of Conduct to enable all stakeholders to understand the value of our statements.

Bush Kidz Code of Conduct also incorporates the law e.g. Workplace Health and Safety and Childcare Act and Regulations, industry codes of practice and Australian Standards.

SAFE

At Bush Kidz we.....

- Encourage appropriate dress choices for sun safety, weather conditions and moral development
 - Value a healthy and safe environment and promote hygienic practices
- Actively support and implement a nutritious and healthy lifestyle for everyone
 - Nurture everyone, all the time

CLEAN

At Bush Kidz we.....

- Value a healthy and safe environment and promote hygienic practices.

ORGANISED

At Bush Kidz we.....

- Expect our resources and equipment to be used appropriately and respectfully by everyone, all the time
- Pack away equipment in the right place when finished before using new equipment and/or resources
 - Practice and role model responsibility
- Discover a positive outcome to every situation and a solution to every “problem”
 - Learn from each other
 - Focus on the matter at hand
- Value innovation, creativity and individuality and respect and understand uniqueness and diversity of the individual
 - Use communication and active listening as a vital tool
 - Think like the child
 - Have courage in our convictions and the confidence to express them
- Respect and expect financial obligations to be fulfilled for our suppliers and from our clients
- Invest financially to enrich the wealth and opportunity of the Bush Kidz Community

PROFESSIONAL

At Bush Kidz we....

- Implement the Bush Kidz curriculum
- Expect active participation the Bush Kidz community

- Awaken emotions and feelings through everyday experiences
- Support, care, enjoy and involve everyone as part of one team for one goal
 - Praise everyday
 - Are positive and friendly
- Only allow and accept professionalism
- Value and trust all relationships

EDUCATIONAL

At Bush Kidz we....

- Want people to feel they are stepping into another world where environment is respected and sustainability is a must
 - Know that everything happens for a reason
 - Are a community that believes in ourselves
 - Guide children to make positive behavior choices
 - Offer hope and guidance for the future
 - Believe mistakes are a means to continuous improvement

DECONSTRUCTION AND EXPLANATION OF CODE OF CONDUCT STATEMENTS

SAFE

CODE OF CONDUCT STATEMENT	What do we mean by this	Accreditation Principles this relates to	Centre Policies this relates to
<ul style="list-style-type: none"> • Encourage appropriate dress choices for sun safety, weather conditions and moral development. 	<ul style="list-style-type: none"> • For children – sunsafe clothes that are appropriate for any weather conditions. • Encourage parents and guardians to wear clothing that is not suggestive and appropriate for children whilst on centre grounds 	<ul style="list-style-type: none"> • 5.1 • 5.5 	Section 4, 5, 6, 10
<ul style="list-style-type: none"> • Value a healthy and safe environment and promote hygienic practices. 	<ul style="list-style-type: none"> • From our healthy menu to our equipment, rooms, cleaning procedures, food handling procedures and programming • Cleaning procedures are appropriately 	<ul style="list-style-type: none"> • 5.1 • 5.2 • 5.3 • 5.4 • 5.5 • 6.4 	Section 4, 5, 6, 10

	undertaken		
<ul style="list-style-type: none"> Actively support and implement a nutritious and healthy lifestyle for everyone. 	<ul style="list-style-type: none"> Incorporating large motor outdoor activities Promoting healthy eating Encouraging healthy lifestyles for staff 	<ul style="list-style-type: none"> 6.1 6.2 6.3 6.4 6.5 6.6 	Policy 4.9, 4.10
<ul style="list-style-type: none"> Nurture 	<ul style="list-style-type: none"> Kindness and positive guidance when dealing with everyone. 	<ul style="list-style-type: none"> 1.1 1.2 1.3 1.4 1.5 1.6 2.2 4.2 7.4 	3.13

CLEAN

<ul style="list-style-type: none"> Value a healthy and safe environment and promote hygienic practices. 	<ul style="list-style-type: none"> From our healthy menu to our equipment, rooms, cleaning procedures, food handling procedures and programming 	<ul style="list-style-type: none"> 5.1 5.2 5.3 5.4 5.5 6.4 	Section 4, 5, 6, 10
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ORGANISED

<ul style="list-style-type: none"> Expect our resources and equipment to be used appropriately and respectfully by everyone, all the time 	<ul style="list-style-type: none"> Teaching children to use resources appropriately and role-modelling same. Ensuring broken equipment or resources are removed immediately. 	<ul style="list-style-type: none"> 1.2 1.6 3.3 4.1 5.1 5.2 5.4 	<ul style="list-style-type: none"> 10.3
<ul style="list-style-type: none"> Pack away equipment in the right place when finished before using new equipment and/or resources 	<ul style="list-style-type: none"> Teaching children to pack away Staff to put things back where they 	<ul style="list-style-type: none"> 1.2 1.6 5.3 	<ul style="list-style-type: none"> 10.3

	<ul style="list-style-type: none"> found them Reminding each other to do the above every day Reporting broken equipment 		
<ul style="list-style-type: none"> Practice and role model responsibility 	<ul style="list-style-type: none"> Showing children how to care for their environment Teaching and demonstrating to new staff what is expected of them 	<ul style="list-style-type: none"> 1.2 1.3 1.6 4.1 6.3 	<ul style="list-style-type: none"> 13.1
<ul style="list-style-type: none"> Discover a positive outcome to every situation and a solution to every "problem" 	<ul style="list-style-type: none"> Sitting down and communicating any issues with each other, parents, children and discussing possible solutions Implementing action plans 	<ul style="list-style-type: none"> 1.1 1.3 1.6 2.1 2.2 2.3 4.3 	<ul style="list-style-type: none"> 8.2 13.8
<ul style="list-style-type: none"> Learn from each other 	<ul style="list-style-type: none"> Asking questions and encouraging ways to research answers Sharing ideas and resources Training staff appropriately Keeping up with study required 	<ul style="list-style-type: none"> 1.6 2.2 2.1 	
<ul style="list-style-type: none"> Focus on the matter at hand 	<ul style="list-style-type: none"> Finish one task to a high standard before moving on to another Be there when listening to someone Follow up Attending staff meetings 	<ul style="list-style-type: none"> 1.6 	
<ul style="list-style-type: none"> Value innovation, creativity and individuality and respect and understand uniqueness and diversity of the individual 	<ul style="list-style-type: none"> Recognise everyone's efforts and encourage these 	<ul style="list-style-type: none"> 1.4 1.5 1.6 7.4 	
<ul style="list-style-type: none"> Use communication and active listening as a vital tool 	<ul style="list-style-type: none"> Documenting issues and discussing them proactively Avoiding gossip and hearsay 	<ul style="list-style-type: none"> 1.1 1.3 1.6 2.1 	
<ul style="list-style-type: none"> Think like the child 	<ul style="list-style-type: none"> Get down and play! Imagine how you would feel. 	<ul style="list-style-type: none"> 1.1 4.1 4.2 4.3 4.4 4.5 4.6 6.5 	
<ul style="list-style-type: none"> Have courage in our convictions and the confidence to express them 	<ul style="list-style-type: none"> Stick to our policies and procedures and ensure you follow them up with all stakeholders 	<ul style="list-style-type: none"> 7.1-7.4 	
<ul style="list-style-type: none"> Respect and expect financial obligations to be fulfilled for our suppliers and from our clients 	<ul style="list-style-type: none"> Following up on financial policies within the centre and explaining them 	<ul style="list-style-type: none"> 7.1 	2.1-2.3

	clearly to parents prior to enrolment		
<ul style="list-style-type: none"> Invest financially to enrich the wealth and opportunity of the Bush Kidz Community 	<ul style="list-style-type: none"> Using the budgets we have consistently and regularly to ensure the centre is resourced appropriately. 	<ul style="list-style-type: none"> 7.2 	

PROFESSIONAL

<ul style="list-style-type: none"> Implement the Bush Kidz curriculum 	<ul style="list-style-type: none"> Following the centres program and planning policies and procedures 	<ul style="list-style-type: none"> 3.1-3.3 4.1-4.6 	Section 3
<ul style="list-style-type: none"> Expect active participation from and in the Bush Kidz community 	<ul style="list-style-type: none"> Everyone pitches in to help out where possible and not lets others put their hand up first Undertaking your job desrip 	<ul style="list-style-type: none"> 2.2 1.6 	Section 8
<ul style="list-style-type: none"> Awaken emotions and feelings through everyday experiences 	<ul style="list-style-type: none"> Sometimes confronting but honest communication is encouraged 	<ul style="list-style-type: none"> 1.6 2.1 7.1-7.3 	
<ul style="list-style-type: none"> Support, care, enjoy and involve everyone as part of one team for one goal 	<ul style="list-style-type: none"> Helping each other out where we can and working together for the children 	<ul style="list-style-type: none"> 1.6 2.2 	
<ul style="list-style-type: none"> Praise everyday 	<ul style="list-style-type: none"> To each other, to our selves to those who work for and work with and especially to children. 	<ul style="list-style-type: none"> 1.6 1.1 	
<ul style="list-style-type: none"> Are positive and friendly 	<ul style="list-style-type: none"> All the time to everyone 	<ul style="list-style-type: none"> 1.1 1.6 	
<ul style="list-style-type: none"> Only allow and accept professionalism 	<ul style="list-style-type: none"> Asking each other whether they are performing to a World Class standard 		
<ul style="list-style-type: none"> Value and trust all relationships 	<ul style="list-style-type: none"> Respecting each other and the part we all play in our day to day journey and not letting each other down. 	<ul style="list-style-type: none"> 1.1-1.6 2.1-2.3 	

EDUCATIONAL

<ul style="list-style-type: none"> • Want people to feel they are stepping into another world where environment is respected and sustainability is a must 	<ul style="list-style-type: none"> • Following the centres environmental education and sustainability policies and procedures 	<ul style="list-style-type: none"> • 3.1 • 3.3 	
<ul style="list-style-type: none"> • Know that everything happens for a reason 	<ul style="list-style-type: none"> • Working positively and taking on board whatever comes our way and accepting it • Explaining the why's and wherefores to children to help them learn and understand why things happen 		
<ul style="list-style-type: none"> • Are a community that believes in ourselves 	<ul style="list-style-type: none"> • Stick to what we believe in all the time. 		
<ul style="list-style-type: none"> • Guide children to make positive behavior choices 	<ul style="list-style-type: none"> • Following behavior management policy and remaining positive and professional when dealing with children's behaviours • Involving parents in the behavior management of children. 		Section 12
<ul style="list-style-type: none"> • Offer hope and guidance for the future 	<ul style="list-style-type: none"> • Being positive with each other and with children and families in our care. • Helping children and families settle in positively to the centre. 		Policy 1.3
<ul style="list-style-type: none"> • Believe mistakes are a means to continuous improvement 	<ul style="list-style-type: none"> • Learning from mistakes and not allowing the same mistake to happen again. 		