



Everton Park Kindergarten Code of Conduct



At C&K Everton Park 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 parent/guardian and visitor will:

- Comply with [C&K Everton Park Kindergarten and C&K Policies and Procedures](#)
- Behave in a way that supports health, safety and wellbeing of yourself and others
- Respect the authority of C&K Everton Park Kindergarten employees and follow their directions
- Be polite, respectful, listen to and value other's perspectives
- 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 C&K Everton Park 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 that may impact their availability to talk and meet with you
- Respect C&K Everton Park Kindergarten property and the property of our employees, contractors, volunteers, other families, & children
- Raise complaints in accordance with our [Complaint Management Policy](#).
- 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 C&K and any of our employees
- Gossiping or making derogatory statements about C&K, our employees, families, children, or community members. Any concerns must be raised through the [Complaint Management Policy](#).
- Sharing confidential information inappropriately
- Theft, fraud or misuse of C&K Everton Park Kindergarten property or resources
- Involving our employees in disputes between parents/guardians/families
- Visiting or attending a C&K Everton Park Kindergarten function/ activity whilst under the influence of alcohol, illicit or other harmful substances
- Bringing alcohol, weapons or illegal substances into C&K Everton Park 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, C&K Everton Park Kindergarten will try to resolve matters collaboratively with you.

If in C&K Everton Park 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 C&K Child Protection Policy, unlawful breaches of this Code of Conduct will be reported to the relevant authorities.