



## **Fordham Avenue Kindergarten**

## **Fordham Avenue Kindergarten Association Inc.**

24 Fordham Avenue  
Camberwell Vic 3124

*Telephone: 9836 9341*

Registration Number A0008372E

### **PARENT AND VOLUNTEER CODE OF CONDUCT**

Fordham Avenue Kindergarten is a place of learning for young children and therefore the rights of the child must be always considered first and foremost. Interactions with children and adults will be respectful, honest, courteous, sensitive, tactful and considerate. All adults are expected to follow the principles of:

Safety	Comply with all Policies and Procedures of the kindergarten. These are displayed at the kindergarten.
Ethical Conduct	Always act in the best interests of children, their families and users of the service.
Support	Work in a cooperative and positive manner
Communication	Use courteous and acceptable verbal and nonverbal language in all mediums of communication (in person, telephone, email etc.) Refrain from the use of profane, insulting, harassing or otherwise offensive language.
Respect	Value diversity and refrain from all actions and behaviour that constitute harassment or discrimination.
Confidentiality	Keep information relating to the children, families and kindergarten confidential.

Discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.

Avoid approaching staff to discuss a child during a session. Seek an alternative time when staff are free from contact duties with children.

Refrain from public criticism of children and adults at the Kindergarten.

Any issues or grievances should be directed to the Committee of Management as outlined in the Complaints Policy.

Under NO circumstance should a child, parent or member of staff be approached directly in a confrontational manner.