

# St. Avila School Age Child Care Program

## Code of Conduct

**Facility Number:** 100818

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## CODE OF CONDUCT

St. Avila School Age Child Care Program was designed to provide a safe, secure, and enjoyable environment for children before and after school.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

### Guiding Principles for Appropriate Behaviour

#### **Be Respectful**

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

#### **Be Safe**

We work and play safely to help keep ourselves and others from getting hurt.

#### **Be Cooperative**

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

#### **Be Supportive of Learning**

We learn to the best of our abilities and support the learning of others.

### Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour. We recognize that children are at various stages of development and we will strive to provide a program suitable for all children enrolled in our program

### Appropriate Use of Technology

Children, staff and all others using our child care program's computer, as well as the computers belonging to Ecole St. Avila must:

- Respect and Protect the privacy of others
- Respect and Protect the integrity of all electronic resources

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- Respect and protect the ideas, creations and copyrights of others
- Communicate in a respectful manner
- Report threatening or inappropriate material

### Inappropriate use includes:

- Intentionally accessing, transmitting, copying or creating material that
  - I. Violates the confidentiality of children, parents, staff or the program.
  - II. Violates the program's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
  - III. Is illegal
- Using the technological resources for personal use without the program's permission.

### Supervision and Monitoring:

Authorized employees of the program have the right to monitor the use of information technology resources and to examine, use, and disclose any data found. They may use this information in disciplinary actions, and release to the police if it is criminal in nature.

### It is not acceptable to:

- Post information about children, staff, parents, and the program (including videos and photos) to:
  - I. A staff member, parents, or board members personal web space
  - II. Social networking sites (blogs, facebook, etc)
  - III. Public networking or file sharing sites (like Photo shop, flickr, YouTube etc)
  - IV. Any other type of Internet website

## **Unacceptable Behaviours**

The following behaviours by children, staff, parents and others involved in our program are unacceptable:

- All forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- All forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

## **Proactive Strategies**

We actively strive to create an environment that supports the health, safety and well-being of the children by:

- Using our knowledge of child development as the basis for behaviour expectations for each individual child.
- Setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- Planning a program based on children's interests and developmental needs
- Establishing consistent yet flexible schedules and routines that help children gain trust, security and self control
- Set rules and limits that protect the rights and safety of children and adults, and then consistently enforce them

We create a positive environment for children, parents, staff and others involved in our centre by:

- Developing positive relationships, including making time to talk and listen
- Establishing clear, consistent, simple limits
- Stating limits in a positive way and periodically reminding people
- Providing explanations for limits
- Working together to solve problems
- Modelling and encouraging appropriate behaviour

## **Consequences for Inappropriate Behaviour**

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our centre by:

- Reminding people of expectations and limits
- Using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- Talking only about the behaviour, not labelling the person
- Responding sympathetically and acknowledging feelings
- Establishing natural, logical consequences

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

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- Having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- Developing a written contract with an adult or older child that outlines specific expectations and consequences
- Giving a written warning that outlines specific concerns and consequences if the behaviour continues
- Accessing outside resources for help, such as:
  - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
  - > child and family services to access parenting supports
  - > mediation services to resolve conflicts between adults
  - > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
  - > the police to assist with threatening behaviour

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person