



# Our Trainee Code of Conduct

Greenvue Kindergarten Pty. Ltd. has both moral and legal obligations to ensure the safety and well-being of all children, staff and visitors to the kindergarten.

To help us to meet these obligations, we require that all our staff members (including trainees on their vocational placements) agree to abide by our Code of Conduct - a code specifying the behavioural rules and principles that we would like them to follow in their interactions with children and families at the kindergarten.

## Rationale

The quality of care for children, good relationships among staff, the confidence of parents and our community and the reputation of Greenvue Kindergarten all depend upon the professional attitude and behaviour of all staff members and management. There is an understanding of a shared responsibility in abiding by the code of conduct set for staff as a condition of employment / placement at our service. The code of conduct applies to all staff members (permanent, casual and part time), as well as all volunteers and trainees.

## Service practice

1. Trainees will greet all staff, parents and carers in a professional and friendly manner whenever any interactions take place.
2. Professional dialogue must take place between staff and trainees on & off the premises to ensure that accurate information is provided to families regarding their child/ren's activities for the day by Greenvue Staff ONLY. Trainees are NOT to provide any feedback or comment to families regarding their child or centre's service delivery under any circumstances. Failure to abide by this condition might result in the immediate suspension and subsequent termination of the vocational placement agreement.
3. Trainees will support the policies and procedures of the centre. Where trainees believe any of the policies require updating or alteration, they will discuss the proposed changes with the Director of the service through their RTO representative. Meanwhile trainees will continue to follow the existing policy and procedures.
4. It is particularly important that all trainees know and follow the child protection policy and procedures.
5. Staff must effectively and appropriately attain all professional standards as outlined in their work placement book during the course of their vocational placement. Induction procedures will be undertaken and monitored by the director.
6. It is vital that the service remains a healthy and safe environment for children, staff, families and visitors. Trainees must act in ways which do not endanger the health or safety of anyone, and should encourage healthy and safe behaviour in the children by setting a good example.
7. Good quality Early Childhood Education & Care relies on effective teamwork and good relationships by treating each other with respect, courtesy and professionalism at all times. All trainees are expected to work under the direct supervision of qualified staff members at all times. Failure to abide by this condition might result in immediate suspension and subsequent termination of the vocational placement agreement.
8. It is a condition of vocational placement that trainees will abide by the centre's confidentiality policy at all times.

Thank you.

GREENVUE KINDERGARTEN Pty. Ltd.