Partnership with families  
13th July to 17th July 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* looking at how well all our staff share their knowledge and skills and create a culture of professional collaboration aimed at improving outcomes for our children and families. We’re always open to new and better ways of doing things. If you have any suggestions please let us know!
* reviewing our Code of Conduct in our Educator and Management Policy**.** A summary follows:

**Code of Conduct (Educator and Management Policy)Ethical conduct principles**:

* Commitment to our philosophy and values
* Effective, open and respectful two-way communication
* Honesty and integrity
* Consistency and reliability
* Safe and healthy workplace for employees, volunteers, children and families
* Equal Opportunity workplace and culture

**Managers, employees and volunteers will**:

* carry work out efficiently, economically and effectively
* act honestly and with diligence
* make decisions or take actions fairly, ethically, consistently
* comply with our Privacy and Confidentiality Policy
* report (suspected) breaches of the Code
* include children and families in the decision making process
* implement age appropriate, culturally sensitive and inclusive activities/experiences
* comply with all service policies and procedures

**Managers, employees and volunteers will not:**

* engage in unethical or unprofessional conduct
* bully, harass, discriminate against, victimise, humiliate, intimidate or threatens others
* use abusive, derogatory or offensive language
* seek or accept a bribe or accept gifts/cash above a specified value
* use any service property without authorisation
* approach other employees or visitors on matters that don’t concern them
* drink alcohol or use illicit substances on Service premises or work under their influence
* smoke on the premises including in the car park
* favour any child or develop close personal relationships with children outside work

**Families, visitors and children will:**

* respect the rights, dignity and worth of every person at Service
* respect the decisions of educators and staff
* co-operate and follow classroom rules
* listen to educators’ instructions and follow them
* raise any concerns with an educator or the Nominated Supervisor

**Families and visitors will not:**

* drink alcohol or use illicit substances on Service premises or enter the premises under their influence
* smoke on the service premises including in the car park
* have physical contact with children that are not their own unless a staff member is present
* bully, harass or discriminate against any child or adult at the Service.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it.

We value any feedback you may have.

Nominated Supervisor