

# CODE OF CONDUCT

BROCK CORYDON DAYCARE INC.

B3088

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# CODE OF CONDUCT

At BROCK CORYDON DAYCARE, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity.

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.

## Appropriate Use of Technology

All children, parents, staff and others involved in our center must use e-mail electronic devices and the internet according to our policies. This protects people's privacy and the confidentiality of information.

## Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre 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 behavior 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 age, gender, economic status, race, religion, family lifestyles and individual abilities
- 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:

- having realistic and developmentally appropriate expectations for behaviour
- 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
- 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 behavior, we will consider further steps such as:

- having an informal or formal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- accessing outside resources for help, such as:
  - a behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior
  - 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 behavior involves discrimination or harassment
  - the police to assist with threatening behavior

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