

## Code of Conduct and Expectation Charter:

### POLICY STATEMENT:

Grays Point Activity Centre (GPAC) has a Code of Conduct and Expectation Charter to set out guidance and respectful communication. It ensures that everyone who visits the Service is able to do so in a safe and friendly manner. All persons attending the Service are treated with respect in a safe and supportive environment. It also ensures that children, Educators and other visitors are not subjected to aggressive, hostile or violent behaviours.

GPAC is committed to protecting children attending the Service and staff and families at the Centre. The Service strives to provide a child safe environment at all times, and this code aims to provide parents/caregivers and visitors with certainty about what are acceptable standards of behaviour when attending this Centre.

Whilst in care at GPAC the Committee and staff will provide the best care possible, in line with Policies and Procedures. They will also work with the School and Community to ensure our environment is collaborative, supportive and cohesive.

This Charter will support parents/caregivers and visitors to respond in a way that supports the safety, welfare and wellbeing of staff, children and families at all times. As a parent/caregiver of a child attending GPAC, you must meet the following requirements in regard to your conduct during the times when you are present at the Centre.

Please also view GPAC's:

- Goals
- Philosophy
- Mission and
- Family Handbook

We work to create a positive environment and support children, staff and the extended Grays Point community.

We strive to ensure every child is known, valued and cared for in a safe, fun environment full of children's ideas and creativeness.

### **Respectful communication**

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in GPAC or the School community.

Respectful communication is a basic expectation of all persons at GPAC. Staff, management, volunteers and families have a responsibility to be civil and ensure that their behaviour would not adversely impact the health and safety of others at GPAC.

All adults engaged with the Service will be expected to:

Respect the rights, dignity and worth of every staff member, Management Committee member, children and families regardless of their gender, ability, cultural background or religion.

Be a positive role model.

Be courteous and respectful.

Use appropriate language at all times.

Remember that children learn best by example.

Do not attend the Centre if you are affected by illegal drugs or alcohol. Do not consume alcohol at the Centre or on School grounds.

Do not smoke at the Centre or surrounding areas.

Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct and Expectation Charter, as contained in the Behaviour Guidance Policy, Management of Complaints Grievance Handling Policy, and Educator Code of Conduct.

This list is not exhaustive.

**Unacceptable behaviour from adults may include but not limited to:**

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity
- Aggressive or intimidating language, including the use of obscenities, or using a rude tone
- Behaviour that is discriminatory, for example making sexist, racist or derogatory comments
- Unwanted or inappropriate physical contact
- Treating members of the School community differently and adversely due to aspects such as their religion or disability
- Inappropriate and time-wasting communication
- Photography, filming, audio or video recording of any form without Responsible Person approval
- Swearing or shouting
- Emotional abuse
- Bullying behaviour
- Inappropriate body language to staff, the Committee, children or other guardians
- Sexual innuendos/actions
- Disrespectful language or behaviour
- Intentionally damaging or threatening to damage Centre equipment and property
- Threats of any kind
- Cruel behaviour
- Graffiti, vandalism or theft

In the event of anyone displaying any of the above behaviours, GPAC reserves the right to ask the offending person to leave the Service immediately. Any member of the GPAC staff, volunteers in an official capacity or members of Management may issue this directive. If a person does not reasonably comply with the request to vacate the premises, Police will be called. School security and the Principal will also be advised.

An incident report or other similar documentation will be completed as per the Service's reporting guidelines.

The Management Committee, or their delegates (Nominated Supervisors, Responsible Persons, Centre Manager, or others as appropriate) maintain the right to exclude persons as a result of breaches of this Charter.

GPAC has zero tolerance for child abuse, discrimination, harassment, intimidation or any behaviour that compromises the safety and wellbeing of children.

### **Children's Behaviour**

The Service reserves the right to suspend or exclude a child where behaviours place the safety, wellbeing or rights of others at risk, and where all reasonable behaviour guidance strategies have been implemented in accordance and aligned to the Behaviour Guidance Policy.

Service providers have the right to exclude any child who causes disruption and who is not following the Policies of the Service.

### **Unacceptable behaviour from children may include but not limited to:**

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity
- Aggressive or intimidating language, including the use of obscenities, or using a rude tone
- Behaviour that is discriminatory, for example making sexist, racist or derogatory comments
- Unwanted or inappropriate physical contact
- Treating members of the School community differently and adversely due to aspects such as their religion or disability
- Photography, filming, audio or video recording of any form without Responsible Person approval
- Swearing/shouting
- Emotional abuse
- Bullying behaviour
- Inappropriate body language to staff, the Committee, children or other guardians
- Sexual innuendos/actions
- Disrespectful language or behaviour
- Intentionally damaging or threatening to damage Centre equipment and property
- Threats of any kind
- Entering out-of-bounds areas
- Leaving or attempting to leave school grounds
- Deliberate malicious acts of any kind
- Cruel behaviour
- Graffiti, vandalism or theft
- Ignoring directions from Educators or staff
- Inappropriate drawings or letters
- Deliberately seeking to upset or harm another person
- Use of Staff resources or items without permission

### **Proactive Parent Involvement**

GPAC seeks to work with parents to address children's behaviour before it becomes problematic. Parents are encouraged to work with Educators to develop behaviour management strategies or discuss concerns or issues that may be impacting your child e.g., loss of a family member, grief, separation or moving to a new house. This information (which will be kept confidential except where necessary) is to enable Educators and GPAC to provide necessary support for your child.

### **Behaviour Guidance**

Matters relating to the behaviour of children will be managed under the Behaviour Guidance Policy.

Please also refer to our:

- Family Handbook - Expectations of parents
- OSHC License Agreement - Lease
- <https://education.nsw.gov.au/policy-library>
- NSW Government School Community Charter

### CONSIDERATIONS

Inclosed Lands Protection Act 1901 No. 33 NSW

Some relevant clauses (but not limited to) Clause 4 – Unlawful entry on inclosed lands

Clause 4A – Offensive conduct whilst on inclosed lands

Clause 4B – Aggravated unlawful entry on inclosed lands

Clause 5 – Leaving the gate open

### ENDORSEMENT BY THE SERVICE:

Approval date: \_\_May 2020, June 2021, January 2023, March 2024, April 2025, May 2026\_\_

Date for review: \_\_\_\_\_May 2027\_\_\_\_\_

*Feb 2020 KG Approved 19 Feb Committee Meeting*  
*Revised Committee Meeting 25 March 2020*  
*Reviewed GQ NoCA April 2020 Approved Committee 11 May 2020*  
*Reviewed TG TD JA KG 31 May 2021*  
*Reviewed KG 12 January 2023*  
*Reviewed KG 12 March 2024*  
*Reviewed KG 1 April 2025*  
*Reviewed 18 May 2026*

## Code of Conduct and Expectation Charter



Parent/Guardian 1

I agree to abide by GPAC's Code of Conduct and Charter and understand the consequences:

Name: .....

Signature: .....

Date: .....

Parent/Guardian 2

I agree to abide by GPAC's Code of Conduct and Expectation Charter and understand the consequences:

Name: .....

Signature: .....

Date: .....