

## **EARL GREY CHILDREN'S CENTRE** **CODE OF CONDUCT**

At Earl Grey Children's Centre, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality, respect and 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.

### **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 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:

- 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 behaviour, we will consider further steps such as:

- Using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- 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

