

Mt Lofty Kindergym Code of Conduct

1. Introduction

1.1 Purpose

The purpose of this document is to detail the Mt Lofty Kindergym (the Club) Codes of Conduct.

1.2 Scope

The document addresses all aspects of the Club's operations.

2 Guiding principles

2.1 Introduction

The Committee and staff of the Club have a legal and moral responsibility to manage the organisation in the best interests of the community it serves.

The Club is a place that promotes responsibility, respect, civility and fun and participation for all.

All ren, Leaders, volunteers and spectators have the right to be safe and feel safe at Kindergym. With this right comes the responsibility to be thoughtful and accountable for their actions and behaviour.

The Club Codes of Conduct sets clear standards of behaviour. It also specifies the mandatory consequences for actions that do not comply with these standards.

2.2 General Principles

All participants involved in the Club should:

- Adhere to the Kindergym Australia Guiding Principles, which include providing facilities in which children of all abilities aged 5 and under may explore and develop at their own rate, in an inclusive and non-competitive atmosphere.
- be responsible for the supervision and safety of their own child, and share in their child's fun and achievements;
- provide encouragement and positive reinforcement for the children through play;
- foster a positive, nurturing relationship between the child and the adult, developing and improving the whole child;
- discourage all instances of unsportsmanlike behaviour or acts of violence either within or outside the Kindergym;

- respect the rights, dignity and worth of every person regardless of their gender, ability/disability, sexual orientation, cultural background or religion or other attribute;
- treat all members of the Club with respect, in particular the session Leaders.

3 Coverage

3.1 Leaders Code of Conduct

The Coaches Code of Conduct is at Appendix A.

3.2 Parents/Caregiver's Code of Conduct

The Parents/Caregivers Code of Conduct is at Appendix B.

3.3 Volunteers Code of Conduct

The Volunteers Code of Conduct is at Appendix c

4 Application

These Codes of Conduct apply to all participants in the Club – participants, parents, carers, spectators, Leaders and volunteers – whether they are within the club facility on the Club grounds in the car parks or at Club events.

5 Breaches of the Codes

The Club applies the “three strikes and you are out” to breaches of these Codes. This means that the Club will:

1. For Leaders
 - a. On the 1st occurrence – formally cautioned by the Mt Lofty Kindergym Committee (the Committee);
 - b. On the 2nd occurrence – formally cautioned by the Committee and reminded of the 3 strikes and you're out policy and a time period for review set
 - c. On the 3rd occurrence – disqualified from taking sessions, and with their agreement, will revert to a mentoring or training program, for a period determined by Committee, or face termination of employment;
2. For Parents/Caregivers:
 - a. On the 1st occurrence – cautioned by Leader/Committee Member and advised of the Codes and Breach policy;
 - b. On the 2nd occurrence – asked to leave the premises;
 - c. On the 3rd occurrence – banned from entering the Kindergym for a period determined by the Committee.
3. For Volunteers:
 - a. On 1st occurrence – cautioned by the Committee and reminded of their responsibilities, commitments and the breach policy;

- b. On the 2nd occurrence – cautioned and counselled by the President;
- c. On the 3rd occurrence – asked by the President to either stand down for at least 12 months or resign.

6. Revision Record

Date	Issue	Author	Description of Revision
<i>Nov 2013</i>	1.0	Sarah Moulds	First issue.
<i>Sept 2014</i>	2.0	Meagan Broadbridge	Updates to include hygiene policy. Minor corrections

Appendix A

CODE OF CONDUCT FOR LEADERS

- Remember the Kindergym Australia Guiding Principles, which include providing facilities in which children of all abilities aged 5 and under may explore and develop at their own rate, in an inclusive and non-competitive atmosphere.
- Remind parents and caregivers that they are responsible for the supervision and safety of their own child, and encourage them to share in their child's fun and achievements;
- Provide encouragement and positive reinforcement to children and parents/caregivers
- Foster a positive, nurturing relationship between the child and the adult
- Act quickly on any concerns about safety or wellbeing of any child or parent or caregiver
- Keep yourself informed about sound Kindergym programs and the principles of children's growth and development
- Be reasonable in your demands on children's time, energy and enthusiasm
- Be clear in your communication to children and to parents – help manage parent's expectations of their child's ability and progress
- Divide your time equally between all children
- Check you have adequate insurance cover
- Make sure you are familiar with the Club's Policies and Procedures, including Child Safety Policies

Appendix B

CODE OF CONDUCT FOR PARENTS AND CAREGIVERS

- Remember that you are responsible for the supervision and safety of your child;
- Give your child your full attention and share in their fun and achievements;
- Follow the instructions of the Leaders and display and encourage respect for their position
- Learn about the philosophy behind Kindergym and the benefits it offers your child
- Participate in as many activities as you can and demonstrate active listening skills during group sessions
- Provide encouragement and positive reinforcement to all children, do not force them to participate
- Act quickly on any concerns about safety or wellbeing of any child or parent or caregiver
- Familiarise yourself with the Club's Policies and Procedures
- Do not enter the Kindergym equipment area outside of session times without the presence of a Leader
- Acknowledge and support the role of the Committee and other volunteers who support the Club
- Provide feedback to the Committee and Leaders on what is working well and how the Club can be improved
- Refrain from attending sessions if your child exhibits signs of a contagious illness within 24 hours of attending (or 48 hours if gastroenteritis is suspected)

Appendix C

CODE OF CONDUCT FOR VOLUNTEERS

- Understand that the continued existence of the Club relies on volunteers and feel proud of your contribution to the Club
- Think about how volunteering can make a positive difference to your personal and/or professional life, and the contribution you can make to your community
- Look for ways to help that suit your time commitments best – even small jobs make a big difference!
- Consider taking on a Committee position – Committee Members should:
 - utilise Induction material.
 - familiarise themselves with the Club's Strategic Plan, Constitution, and Policies and Procedures
 - make the most of the support offered by existing volunteers;
 - act in the best interests of the Club and its members;
 - be accountable and transparent in decision making
 - share ideas and opinions in a respectful way and consider alternative points of view
- Undertake any volunteer role in good faith, and with a commitment to be diligent in your duties
- Respect the privacy of Leaders, members and other volunteers
- Be reliable and dependable
- Complete agreed tasks or ask for help early
- Respect the Club's facilities and other resources
- Attend orientation and training sessions when required
- Be a team player and support staff and other volunteers
- Acknowledge the contributions of other volunteers and help identify future volunteers