

# **CODE OF CONDUCT GUIDELINES**

**TUXEDO COMMUNITY CENTRE PRESCHOOL**

**FACILITY NUMBER: 2164**

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(Director)**

**Date: March 5, 2010**

**Approved by Lynn Riddell \_\_\_\_\_  
(Board Liason)**

**Date: March 5, 2010**

**Reviewed by Tuxedo CC Board,**

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## CODE OF CONDUCT

At Tuxedo Community Centre, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the 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 centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information. At this point the centre does not have any computers but some of these policies details apply to use of technology from home computers.

### USE OF EMAIL

Our centre's administration, teachers and director use email to conduct business, to distribute important information and to communicate to families. All emails that are sent are related to the operations and programs of the centre.

### USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

- staff do not use cell phones and other personal electronic devices when they care for and supervise children.
- Staff make sure that anyone who may need to contact them during working hours knows to call the centre's phone number.
- Staff may use a personal cell phone on outings with children in case of emergency.
- Staff may use a personal cell phone or electronic device for programming purposes i.e. playing music or to assist teaching and enhance learning.
- Staff may use personal cell phone or digital camera to take photos of children for the centre business Facebook page (with permission of the centre and parents) or for programming purposes. i.e. printed pictures to display within preschool room or for end of the year gifts.
- If staff take a personal cell phone for safety purposes on outings with children, it is only used for emergency contact with the centre or a child's parents.
- Our centre uses a digital camera to take pictures of children (with permission of the centre and parents), the photos are printed and used within the centres room.
- Information about children, parents, staff and the centre (including) are never posted on:
  - a staff member's web site
  - social networking sites (such as facebook)
  - public sharing or photosharing sites
- any other type of internet web site staff do not accept children as "friends" or "buddies" when using social networking sites such as Facebook
- A 'business' facebook page (community/school category) called Tuxedo Community Centre Preschool, has been set up for the purpose of providing families within the community information about the Preschool, its philosophy and specifics on program details as well as giving Preschool families periodic insights into activities and events at the Preschool. Annually parents will be asked to complete and sign a 'Social Media Consent Form' indicating their approval to have photos of their children posted on our Facebook page. A list of parents not wanting to have their children on facebook will be maintained and referenced prior to any photos being posted. There will be no names posted although names may show in artwork. Group photos or videos will not identify children by name and there will be no tagging. There is a single administrator, the Preschool Board Liaison, who has the ability to post on the facebook page .

## 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
- harrasment, 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 specifically as set out in the subsection 9(2) of *The Human Rights Code*.
- 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 may consider further steps such as:

- having a formal or informal 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
- 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
  - > 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 a child from our programs 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