

Hale Vacation Care Code of Conduct



Introduction

Hale School is bound by its Anglican heritage, values and statement of purpose. All members of the School community are required to uphold these standards in everything we do at School, at School events, whether on campus or off-site and in all School related on-line communications and use of social media.

Purpose

The purpose of this Code is to provide parents with a clear understanding of Hale School's (the School's) expectations.

The School is committed to ensuring the safety, welfare and wellbeing of all staff and participants and is dedicated to protecting children from abuse and grooming by implementing robust policies and procedures to facilitate detection and reporting. Hale School expects all parents to share this commitment.

Additionally, parents must ensure that members of their family, relatives and carers who may be involved in the lives of their child(ren) also comply with this Code in their interactions with the School and its staff and participants.

Scope

The Code:

- Sets out the behaviour standards and behaviour management of all participants to act in accordance with the expressed standards of the School;
- Underlies the rights of all participants of the Vacation Care program to be treated respectfully, fairly and equitably in the School environment;
- Provides avenues for resolving and addressing breaches of the Code, policies and agreements;
- Promotes confidence in the integrity and professionalism of the staff and the services offered by the School; and
- Demonstrates the School's commitment to providing a child safe environment.

Policy principles

Behaviour Standards

- Objective: To provide behaviour standards for children enrolled in the Hale Vacation Care Programs

Behaviour Management

- Objective: To provide guidelines and procedures for staff to deal with behaviour management in a positive manner

Behaviour Standards

Children will be involved in setting the behaviour standards. Behaviour standards will be discussed and reviewed at the beginning of each program

- Children will respect other participants in the program as well as Hale staff
- Children will follow all safety guidelines set down by each program
- Children will treat other people the way they would like to be treated
- Children will be encouraged to solve problems among themselves with positive adult interaction
- Children will respect Hale School property and other participant's property

Behaviour Management

Hale School will have a procedure in place that encourages and reinforces positive behaviour

- If the behaviour does not change after a warning, or two the child will be removed from the group and spoken to in a positive manner about his/her behaviour.
- Behaviour that is extremely out of character, unacceptable or unable to be dealt with may need parent intervention. Parents will be contacted, problem discussed and if possible a solution resolved.. Staff and parents will work together to get an effective result
- A child who displays behaviour unacceptable to the group (i.e: hitting another child, swearing, or disrespecting staff or property) will be spoken to in a calm and discrete manner by the supervising adult
- All inappropriate behaviour must be recorded either on an incident form stating; time, date, child(ren) involved, incident details and the staff member recording it

Inclusivity

- We welcome and include all children to our program, including children with disabilities with the support of parent/caregivers, specialists and guidance from support agencies. We are unable to provide one to one care for any individual child, however with support of family and external agencies we can work together to provide sport and recreational activities for all children
- To the best of our ability, we will ensure the necessary modifications to the physical environment are taken into consideration

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- Confidentiality will be maintained at all times by staff with regards to children with special needs
- Staff will review and modify programs if necessary to ensure enjoyment for all children in relation to the special needs
- Appropriate assistance and programs will be planned and implemented as required on a regular basis
- When children with special needs move to or from our centre, staff will work in conjunction with parents and relevant specialists to make the transition as smooth as possible
- If the program proves to have a negative influence on any child this will be discussed with the parents and it may be advised that the child should not continue attending

Complaint Policy

Refer to [Disputes and Complaints Policy](#)

Enrolment policy

Enrolment procedure

- Parents and or caregivers must fill in an online enrolment form (link will be emailed to you).

Sign in and out policy

- Parents, caregivers and nominated supervisors are expected to sign their children in and out of the Hale Vacation Care Program on a daily basis. Sign in and out sheets will be updated as and when required
- Parents, caregivers and nominated supervisors must inform staff if a person who is not listed on the child's enrolment form will be collecting the child. Staff will not release a child to a person who is not identified on the enrolment form. Parents will be contacted before release
- If a child is not present for the Hale Vacation Care Program, the program supervisor will check the communications to see if the parent or caregiver has called the facility. If not, the parent/caregiver will be contacted to find out if their child will still be attending for that day – parent, caregiver and nominated supervisor is reminded to call in to the facility if this is the case in future
- If the child is not signed out of the program the parent /caregiver and nominated supervisor is contacted to re-affirm the collection of the child and the supervisor is to sign the child out on behalf of the parent. The parent is reminded to sign the child out in future
- Reported absences are to be recorded and also

logged in the program daily roll

Related Legislation and Policies

Code of Ethics

Code of Conduct for Staff

Code of Conduct for Students

Code of Conduct for Parents

Disputes and Complaints Policy

Child Safe Policy

Child Protection and Mandatory Reporting Policy

Privacy Policy

Policy Version

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Changes Made