



# **CODE OF CONDUCT**

## **La Salle Kidz Inc. Day Care Centre**

**Facility Number: 101791**

**Location:** 90 Provincial Road 247 East,  
La Salle, MB R0G1A0

**Phone: 204-736-2520**

**E-mail Address:** [lasallekidz@gmail.com](mailto:lasallekidz@gmail.com)

**Website:** [www.lasallekidz.ca](http://www.lasallekidz.ca)

**Created April 2018**

## **CODE OF CONDUCT**

At La Salle Kidz Inc., we strive to provide a safe, caring, learning environment for children, staff and families.

We believe in the equality of people and respect diversity.

**The following people are expected to behave in a respectful manner and comply with this code of conduct:**

- Board of Directors
- Management and staff members
- Children
- Parents/guardians of children enrolled
- Volunteers, visitors, practicum students, substitutes and all others involved with our centre

### **Guiding Principles for Appropriate Behaviour**

#### **Be Respectful**

We are respectful of our mission, philosophy, goals and objectives of La Salle Kidz Inc. 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. Each person will also respect the right of the program to be presented in a positive and favorable manner to others.

#### **Be Safe**

We work and play safely to keep ourselves and others from getting hurt.

#### **Be Cooperative**

We solve any problems or conflicts 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. We strive to create environment that would be conducive to each individual's Social, Physical, Intellectual, Creative and Emotional development.

#### **Maintain Confidentiality**

All personal information, not limited to addresses, phone numbers, living arrangements, medical details, etc. shall be kept confidential unless permitted to be shared by the individuals involved.

### **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. Anyone violating this rule will be subject to a range of consequences.

Children and adults are not allowed to put photos, audio or video recordings or information about the children, staff or the children's families on their cell phone, electronic device or the Internet without the person's (or parent's) written permission.

### **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
- inappropriate language
- 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:**

- being respectful, supportive of others, ethical in all decisions, and safe in all day to day

experiences

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, and simple limits that are developmentally appropriate
- guiding children to develop at their own pace, stating limits in a positive way and periodically reminding people
- providing explanations for limits, rules, policies and procedures
- working together to solve problems
- modelling and encouraging appropriate behaviour
- use a variety of guiding techniques such as positive reinforcements, redirecting, etc
- providing activities that encourage “community” amongst staff and families – keeping staff and families involved

### **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, limits, rules, policies and procedures
- 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:**

- learning what may be contributing to the inappropriate behaviour and how to help reduce or eliminate the behaviour
- having formal or informal meetings to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- giving a written warning or developing a written contract 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:**

- placing on probation, 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

## **La Salle Kidz Inc. Email, Internet and Electronic Devices Policy**

Children, staff and all others using our child care centre's computer and electronic devices must:

- respect and protect the privacy of others
- respect and protect the integrity of all electronic resources
- respect and protect the intellectual property (the ideas, creations and copyrights) of others
- communicate in a respectful manner
- report threatening or inappropriate material

Inappropriate use includes:

- intentionally accessing, transmitting, copying, or creating material that
  - violates the confidentiality of children, parents or staff of the centre.
  - violates the centre's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
  - Is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works)
  
- using the technological resources for personal use without the center's permission

### **Supervision and Monitoring**

Authorized employees of the centre have the right to monitor the use of information technology resources and to examine, use, and disclose any data found. They may use this information in disciplinary actions and release it to the police if it is criminal in nature.

### **Staff members' 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.
- 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/guardians.
- If staff use a personal cell phone, camera or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre's computer and deleted from their phone or device with a witness from the program.
- Information about children, parents, staff and the centre (including photos or videos) are not to be posted on:
  - Staff members personal web space
  - Any social networking website e.g. blogs, My Space, Facebook, etc.

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- Public networking or file sharing sites like Photobucket, Flickr, YouTube
  - Any other type of internet website.
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- Staff do not accept children as “friends” or “buddies” when using social networking sites such as Facebook or MSN.
  - Personal cell phones are to be locked up with staff’s other personal belongings unless their immediate supervisor or the Assistant/Executive Director have given permission for emergency purposes.