

Reviewed March 2022



CODE OF CONDUCT

Main Centre

5330 Monterey Rd
Headingley, Manitoba, Canada, R4H1J9
Main Centre Telephone: 204.895.1147
Fax: 204.837.1066
Facility #1138

School Age Centre

#111 Alboro Street
Headingley, Manitoba, Canada, R4H1B4
School Age Centre Telephone: 204.832.9050
Facility #9463

Email: brightbeginnings@mts.net
www.brightbeginningseducare.ca

CODE OF CONDUCT

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
- Volunteers, practicum students, substitutes and all others involved with our Centre

Be Respectful

- Everyone is respectful of themselves and other people. Everyone is respectful of the ideas and feelings of others.
- Everyone is respectful of the environment, equipment and materials.

Be Safe

- Everyone works and plays safely to help keep themselves and others from getting hurt.

Be Cooperative

- Everyone solves their 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

- Everyone learns to the best of their abilities and supports the learning of others.

DEVELOPMENTAL CAPABILITIES OF CHILDREN

- We understand that it is normal for children to display inappropriate behavior at times for a variety of reasons.
- The developmental capabilities of each child will always be considered when determining both expectations for behavior and consequences of inappropriate behavior.

APPROPRIATE USE OF TECHNOLOGY

- All children, parents, staff and others involved in our Centre must use e-mail, electronic devices and the Internet appropriately.
- 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.

UNACCEPTABLE BEHAVIOURS

The following behaviors 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 behavior 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 other wise
- Discrimination against any person or group because of their race, color, 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.
- Discrimination is prohibited in activities such as employment, housing, and services available to the public
- 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 behavior
- Setting up the environment and materials to encourage appropriate behavior and reduce potential inappropriate behavior
- 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
- Being the support and promoting secure attachment
- Establishing clear, consistent, simple limits
- Guiding children to develop at their own pace
- 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 behavior by children, parents, staff and others involved in the centre by:

- Reminding people of expectations and limits
- Using a respectful approach to explain why a behavior is inappropriate and what behavior is expected
- Talking only about the behavior, not labelling the person

- Responding sympathetically and acknowledging feelings
- Establishing natural, logical consequences

Depending on the severity and frequency of the behavior, we will consider further steps such as:

- Learning what may be contributing to the inappropriate behavior and how to help reduce or eliminate the behavior
- Having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behavior in the future.
- Giving a written warning or developing a written contract that outlines specific concerns and consequences if the behavior continues and accessing outside resources for help such as:
 - A behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior
 - 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 behavior involves discrimination or harassment.
 - The police to assist with threatening behavior. In extreme cases, we will take additional steps such as:

- Suspending or dismissing a staff member
- Suspending or withdrawing childcare services because of a child's or family member's inappropriate behavior
- 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 behavior is illegal such as abuse, assault or threatening another person