

MACCPF Code of Conduct



At Morrow Avenue Child Care Programs for Families, we strive to provide a safe, caring, learning environment for children, staff, and families. We believe in 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 PRINCIPALS FOR APPROPRIATE BEHAVIOUR

Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feeling of others. We are respectful of the environment, equipment, and materials.

Be Safe

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

Be Cooperative

We solve our problems by talking and listening to others 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 email, electronic devices, and the Internet according to our policies. This protects peoples' privacy and the confidentiality of information.

Children and adults are not allowed to put photos, audio or video recordings or information about the children, the children's families or staff 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.

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- 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.
- 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, rules, policies, and procedures (refer to our Parent Policy).
- Stating limits in a positive way and periodically reminding people.
- Providing examples for limits, rules, policies, and procedures (refer to our Parent Policy).
- Working together to solve problems.
- Modeling 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, rules, policies, and procedures (refer to our Parent Policy).
- 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.

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

- Using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour.
- Having a formal or informal meeting to discuss concerns, and to develop an action plan to encourage appropriate behaviour in the future.
- Developing a written contract with an adult or older child that outlines specific expectations and consequences.
- 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.
 - 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:

- Suspending or dismissing a staff member.
- Suspending or withdrawing childcare service because of a child's or family member's inappropriate behaviour.
- In the case of a visitor, not allowing that 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.

APPROPRIATE EMAIL, ELECTRONIC DEVICES AND INTERNET POLICIES

All children, parents, staff, and others involved in our Centre must use email, electronic devices, and the Internet according to our policies. This protects peoples' privacy and the confidentiality of information.

Children, staff, and all others using our Centre computers 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, staff, or the Centre

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- 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 Centre’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.
- If a staff use a personal cell phone or other device to photograph or video children (with permission of the Centre and parents), the data is downloaded onto the Centre’s computer and deleted from their phone or device.
- Information about children, parents, staff, and the Centre (including photos or videos) is not to be posted on:
 - A staff member’s personal web space
 - Social networking websites (for example blogs, Facebook, Instagram, etc.)
 - Public networking or file sharing sites (like Photobucket, Flickr, YouTube, etc.)
 - Any other type of Internet website
- Staff do not accept children as “friends” or “buddies” when using social networking sites such as Facebook or MSN.