

# Code of Conduct – Staff & Parents



At B.F. Toronto Centre for Early Childhood Education, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the equality and respect diversity. *It is unacceptable to discriminate against another person unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code.*

The following people are expected to behave in a respectful manner and comply with the Centre's Zero Tolerance Policy regarding the Code of Conduct expected:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre (visitors, professionals, students, volunteers)

## 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/guardians, 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

## Unacceptable Behaviours

The following behaviours by children, staff, parents/guardians and others involved in our centre are unacceptable at all times:

- 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
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone
- actions interfering with staff duties and program operations
- Confrontation, verbal/physical with other parents

## Consequences & Right to End an Interaction

Depending on the severity of the behaviour, additional steps may be taken such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- if the behaviour is from a visitor or family member, access to the daycare will not be permitted.
- contacting the police and/or child and family services, if the behaviour is illegal such as abuse, assault or threatening another person

***B.F. Toronto Centre for Early Childhood Education reserves the right to take immediate action when behaviour compromises the safety or well-being of children, families or staff.***