



K.C.C. Staff Code of Conduct

Policies and Procedures: Appendix 4

Purpose: All staff have a responsibility to act in accordance with government acts and the requirements of the Kōraunui School Board of Trustees to follow Glasser's Choice Theory and Reality Therapy principles and the school KORAU Values, role-modelling these practices to the children in a safe, nurturing environment. All staff also have a responsibility to maintain confidentiality, and the right to have issues resolved in a fair and timely manner.

Care Centre staff are committed to the attainment of the highest standards of care, mindful of the children's ability, cultural background, gender, age or stage of development.

This is undertaken in collaboration with colleagues, school staff, children and family/whānau, as well as with members of the wider community.

The interactions of staff are governed by four fundamental principles:

- **Autonomy** to treat people with rights that are to be honoured and defended,
- **Justice** to share power and prevent the abuse of power,
- **Responsible care** to do good and minimise harm to others,
- **Truth** to be honest with others and self.

Cell-phone use

- Justified: mobile phone/devices left on if there is a personal crisis and an urgent phone call is expected. Care workers to advise supervisor if this the case, supervisor to advise Care Centre Coordinator or Principal if Coordinator is unavailable.
- Justified: mobile phone/devices being used as part of Care Centre programme. e.g. Taking photos of children working. This use must be approved by the Care Centre Supervisor and children must have photo permissions for images and work to be shared.
- Un-justified: Any social chit-chat, Facebook, Instrgram, social networking etc.
- Un-justified: Any non-urgent family organisation.

1. Commitment to children

Staff will strive to:

- a) develop and maintain warm, positive relationships with children, based upon their best interests,
- c) provide interesting activities for children to choose from,
- d) establish a programme that offers free choice, to be as little like the school day as possible,
- e) provide opportunities for children to work on homework and out of school interests,
- f) promote the physical, emotional, social, intellectual and spiritual wellbeing of children,
- g) protect the confidentiality of information about children obtained in the course of their work, consistent with legal requirements,
- h) allow children to develop independence in self-care (e.g. making own breakfast),
- i) apply choice theory principles when managing behaviour,
- j) treat children respectfully and expect respectful behaviour in return,

2. Commitment to parents/guardians and family/whānau

Staff recognise that they work in collaboration with the parents/guardians and family/whānau of children in care. They acknowledge the rights of caregivers to consultation on the welfare and progress of their children.

In relation to parents/guardians, and the family/whānau of children, staff will strive to:

- a) involve them in decision-making about the care and education of their children,
- b) establish open, honest and respectful relationships,
- c) respect their privacy,
- d) respect their rights to information about their children, unless that is judged to be not in the best interests of the children.

3. Commitment to Colleagues and School

Staff will strive to:

- a) advance the interests of the care centre and school through responsible ethical practice,
- b) arrive and be ready to begin duties at the allocated time
- c) regard themselves as learners and engage in continuing professional development,
- d) be truthful when making statements about their work practices,
- e) contribute to the development and promotion of quality practices,
- f) contribute to the development of an open and reflective professional culture,
- g) treat colleagues and associates with respect, working with them co-operatively and collegially,
- h) assist newcomers to the staff,
- i) respect confidential information on colleagues unless disclosure is required by the law or serves a compelling professional purpose,
- j) speak out if the behaviour of a colleague is seriously in breach of this code.

4. Confidentiality

- a) Personal information about children, their families and staff members will remain confidential to those who have a need to know to enable them to do their work and maintain the well-being of the children in their care.
- b) All written information will be filed securely and accessed only by authorized personnel.
- c) All discussions will be held discretely and in private wherever possible. At no time should children be exposed to discussions clearly intended for adults only.

I understand that if I am unclear at any time about the requirements of the above documents, or that I consider that I may be at risk of breaching these, I will discuss my concerns with the Principal.

I understand that a breach of these codes may lead to disciplinary action.

Employee name: _____ Signature: _____

Date: _____