



Code of Conduct & Contract for Parents, Carers and Visitors

(To be completed by parents/guardians)

Galaxy Outside School Hours is committed to protecting children attending the service and staff and families at the Centre. The service strives to provide a child safe environment at all times and this code aims to provide parents/caregivers and visitors with certainty about what are acceptable standards of behaviour when attending the Centre. This Code will support parents/caregivers and visitors to respond in a way that supports the safety, welfare and wellbeing of staff, children and families at all times.

As a parent/caregiver of a child attending Galaxy Outside School Hours, you must meet the following requirements in regard to your conduct during the times when you are present at the Centre:

1. Respect the rights, dignity and worth of every staff member, management committee member, children and families regardless of their gender, ability, cultural background or religion.
2. Be a positive role model.
3. Be courteous and respectful.
4. Use appropriate language at all times.
5. Remember that children learn best by example.
6. Do not attend the Centre if you are affected by illegal drugs or alcohol, or consume them while at the Centre.
7. Do not smoke at the Centre or surrounding areas.
8. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

I /We hereby support my/our child/rens enrolment at Galaxy Outside School Hours.

I have carefully read this code of conduct, and accept responsibility for complying with it in all respects. I also agree that sanctions may be imposed should I/We breach any aspect of the Code of Conduct. These may include:

- Warnings, either verbal or in writing
- Permanent exclusion from the Centre
- Exclusion from the Centre for a period of time as set down by the Directors. Your child will still be able to attend the Centre, however, you must make arrangements for an authorised person to drop them off or collect them during the exclusion period. A meeting will be held with management to determine an appropriate course of action in order to move forward.
- Only photograph my own children and these photographs may not include other children or staff at the Centre.

I/We agree that while attending Galaxy Outside School Hours, I /We will conduct myself/ourselves in a manner, which allows me/us to act as a positive role model to children, families and staff.

1. I/We will act respectfully and responsibly toward all staff, management, children and families. Abusive, insulting and offensive language or actions are unacceptable.
2. I will respect the facilities and equipment at Galaxy Outside School Hours.
3. I understand that verbal abuse and violent behavior towards any staff, management, children and families at all times is unacceptable and would make me liable to serious consequences (as is any sexual, racial and other form of harassment).

In order to provide a safe environment for staff, children, families and visitors at the Centre, management reserves the right to take appropriate action if this Code of Conduct is breached in any way.

I/We, in supporting my child/ren('s) enrolment at Galaxy Outside School Hours, acknowledge that I have read and agree to comply with the above Parent/Caregiver Code of Conduct. I accept that breaches of the Code of Conduct will carry consequences as listed above.

Name - Parent 1: _____ Signed: _____ Date: _____
Name - Parent 2: _____ Signed: _____ Date: _____