Code of Conduct
for Parents/Caregivers and Visitors

At SHARE, we are committed to providing a safe and welcoming environment for children, families, and staff. This Code of Conduct outlines our expectations of respectful behaviour for all parents, caregivers, and visitors at our Centre. Adhering to these guidelines helps ensure that our service remains a safe, positive, and inclusive place for everyone.

As a parent or caregiver, you are expected to meet the following standards while at SHARE:

1. Honour the rights, dignity, and worth of every staff member, child, family, and management committee member, regardless of gender, ability, cultural background, or religion.
2. Always act as a positive role model to support the development of respectful and kind behaviour among children.
3. Engage with others courteously, using respectful language and actions. Abusive, insulting, or offensive language or actions towards staff, management, children, or families are unacceptable and will not be tolerated.
4. Avoid the use of inappropriate language and refrain from attending the Centre under the influence of alcohol or illegal substances.
5. Smoking is not permitted within the Centre or in surrounding areas.
6. Follow all child safety and collection protocols as outlined in SHARE's policies. This includes providing written authorisation for any individuals not listed on your authorised collection list who may pick up your child.
7. Treat the Centre's facilities and equipment with care.
8. Only photograph your own children and ensure that no other children or staff are included in these photographs.
9. Understand that breaches of this Code of Conduct may have serious consequences.
10. Verbal abuse, violent behaviour, or any form of harassment (including sexual, racial, or other forms) toward staff, management, children, or other families is strictly prohibited and may result in serious consequences.

SANCTIONS FOR BREACHES OF THE CODE OF CONDUCT

Sanctions may be imposed if any aspect of this Code of Conduct is breached. These may include:

- **Warnings**, either verbal or in writing
- **Permanent exclusion** from the Centre
- **Temporary exclusion** from the Centre as determined by the Management Committee. During this period, you must arrange for an authorised person to drop off or collect your child.

In cases of exclusion, a meeting will be held with management to discuss appropriate steps moving forward.

RIGHT TO TAKE ACTION

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.