



Marco Polo Italian Language School's Code of Conduct.¹

Introduction

Marco Polo Italian Language School's 'code of conduct' is a guide of do's and don'ts so staff, volunteers and students work appropriately with kids.

Statement of Commitment

Our organisation provides an open, welcoming and safe environment for everyone participating in our programs. We provide high quality program(s) for kids that are safe and welcoming for them. We seek advice and guidance from kids, parents and colleagues so these standards are maintained.

Codes

Everyone participating in Marco Polo Italian Language School's programs (including staff, volunteers, students, children, parents and visitors) must keep to the following codes of behaviour:

DO

- Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
- Remember to be a positive role model to kids in all your conduct with them.
- Set clear boundaries about appropriate behaviour between yourself and the kids in your organisation.
- Boundaries help everyone to carry out their roles well.
- Follow organisational policy and guidelines for the safety of children as outlined in the Child-safe Policy.
- Always have another adult present or in sight when conducting one to one coaching, instruction etc.
- Record and act on serious complaints of abuse.

DO NOT

- Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

¹ This Code has been adapted from the Example Developing Codes of Conduct of the Office of the Children's Guardian. www.kidsguardian.nsw.gov.au