

## **Narnia Early Learning - Parent Code of Conduct**

*At Narnia Early Learning, we believe that creating a nurturing and supportive environment for our children requires the active participation of both parents and staff. We expect all parents and guardians to adhere to the following code of conduct to ensure the well-being and safety of all children, families and staff attending our centre. We recognise parents are an essential part of the Narnia and St Philip's Christian College community. Parents are expected to collaborate and work in partnership with Narnia Early Learning to support the vision, mission and values of our organisation. The parent and the school relationship is one of mutual respect, trust, confidence and cooperation.*

### **1. Respect and Courtesy**

- Treat all staff, children, and other parents with respect and courtesy.
- Maintain a positive and friendly attitude when interacting with others.
- Communicate openly, honestly, and respectfully with staff and fellow parents.

### **2. Support the Mission and Values of Narnia Early Learning**

Narnia's values are foundational and are key to the Staff Code of Conduct as well as the Parent Code of Conduct. The core values are:

Christ First.  
Serve One Another.  
Strive For Excellence.  
Do What is Right.  
Build Community.

Parents must strive to conduct themselves in a manner that exemplifies the following values whether it be in person or when using digital or social media:

Excellence – in conduct and communication.  
Respect – for staff, other parents and carers, students and members of the community.  
Courtesy – in all interactions.  
Pride – in the Narnia community, SPCC Community and in the wider community. Responsibility – be personally responsible for your actions.  
Integrity – be reliable and honest in all of your dealings  
Tolerance – for others, regardless of their background, age, gender, sexuality, religious beliefs, or race.  
Inclusion – of all those who come to Narnia Early Learning, SPCC Schools and of those in the community.

### **3. Punctuality**

- Inform Narnia Staff in advance if you anticipate being late or unable to pick up your child on time

### **4. Communication**

- Keep lines of communication open with staff and promptly share any relevant information about your child's health, well-being, or special care needs.
- Keep Narnia informed of a child's parenting arrangements, including updated information regarding Court Orders, AVOs that may be in place. However, parents should avoid involving Narnia Staff in parenting disputes, or expect Narnia Staff to act as a gobetween for estranged parents. It is not appropriate for Narnia Staff to make judgments on the merits of claims made by one parent against the other and it should not be asked to do so.

## 5. Confidentiality

- Respect the privacy and confidentiality of other families and children attending the centre.
- Do not share personal information about other children, families, or staff outside the centre.

## 6. Involvement and Engagement

- Support Narnia's policies and guidelines regarding your child's behaviour, nutrition, and health.

## 7. Safety and Security

- Follow all safety and security protocols when entering and exiting the centre.
- Notify Narnia staff immediately of any safety concerns or incidents involving your child or others.
- Use respectful, non-discriminatory, non-sexist language when speaking with staff. We do not tolerate any form of sexual harassment, sexual discrimination or sex-based discrimination at our Narnia Centre's. We have an active prevention plan in place as per government legislation.

## 8. Payments and Financial Obligations

- Pay fees and other financial obligations on time and in accordance with the Narnia centre's Fee Policy.
- Communicate with the Narnia Centre's administration if you encounter financial difficulties.

## 9. Feedback and Concerns

- Provide constructive feedback and express concerns through appropriate channels, such as the centre Director the Area Director or the Executive Director.
- Resolve conflicts or issues in a respectful and collaborative manner.

## 10. Compliance with Policies

- Familiarise yourself with and adhere to all centre policies, including those related to illness, vaccinations, and behaviour management.

## 11. Social Media Usage

- Do not take photos within the Narnia Centre unless authorised by the Director.
- When posting about the centre or its activities on social media, respect the privacy and dignity of all individuals involved. Avoid sharing negative or sensitive information that could harm the reputation of the centre/SPCEF organisation, its staff, children or other families.
- Do not post photos of photos including children other than your own child/children that have been taken within the Narnia environment (on-site or offsite) on social media.
- We do not permit the names of our staff members to be posted on social media platforms at any time.
- We discourage our staff from accepting friend requests from current parents on social media platforms.

## 12. Role Modelling

- Serve as positive role models for your child by demonstrating respectful and responsible behaviour.

*By adhering to this code of conduct, we can collectively create a safe, supportive, and nurturing environment for all children, staff and families at Narnia Early Learning Centre's. Thank you for your commitment to the well-being of our staff, families and children.*