



Code of Conduct Policy

Effective Date: 01/01/2025

Applies To: All prospective and enrolled families at **Besige Bytjie Akademie**

1. Purpose

The purpose of this Code of Conduct is to ensure a safe, respectful, and productive environment for all children, parents, staff, and visitors at Besige Bytjie Akademie. This Code sets clear expectations for behaviour, communication, and professional standards, promoting a culture of trust, respect, accountability, and child-centred practice.

This Code of Conduct applies to:

- Parents and caregivers
- Staff members
- Volunteers and visitors
- Besige Bytjie Akademie as an institution

2. General Principles

All members of the Besige Bytjie Akademie community are expected to:

- Treat everyone with respect, courtesy, and dignity at all times.
- Act in the best interests of the children, prioritising their safety, development, and well-being.
- Comply with all school policies and procedures.
- Adhere to all applicable South African legislation, including but not limited to the Children's Act, Labour Relations Act, Basic Conditions of Employment Act, and Occupational Health & Safety regulations.
- Maintain confidentiality regarding sensitive information about children, families, and staff.
- Avoid conduct, communication, or actions that may harm the reputation of the school, its staff, parents, or children.

3. Parent & Caregiver Responsibilities

Parents and caregivers play a vital role in their child's education and development and are expected to:

- Treat staff, children, and other parents with respect, modelling appropriate behaviour for children.
- Communicate openly, calmly, and respectfully with staff and management regarding concerns or questions.
- Support school activities, routines, and their child's learning and development.
- Follow all school procedures for drop-off, collection, safety, and signing children in and out.
- Provide accurate and up-to-date information regarding their child's health, allergies, or special needs.

Prohibited Conduct

Parents and caregivers must refrain from:

- Disruptive, aggressive, or intimidating behaviour on school premises.
- Swearing, shouting, or using offensive or abusive language.
- Threats, harassment, or physical harm towards any person.
- Approaching, disciplining, or reprimanding children other than their own.
- Posting photographs or information of children other than their own on social media.
- Consuming alcohol, illegal substances, or smoking/vaping on school grounds.
- Bringing pets or unauthorised animals onto the premises.

Consequences

Failure to comply with this Code may result in:

- Verbal or written warnings
- Restricted access to the premises
- Formal intervention by management
- Involvement of relevant authorities

- Possible banning from school premises

4. Staff Responsibilities

Staff members are role models and are expected to:

- Treat all children, parents, colleagues, and visitors with professionalism, fairness, and respect.
- Provide a safe, nurturing, inclusive, and stimulating environment for all children.
- Follow all health, safety, safeguarding, and child protection policies and report concerns immediately.
- Maintain professional boundaries with children and families at all times.
- Protect confidentiality and share information only with authorised personnel.
- Act ethically and avoid discrimination, harassment, bullying, or abuse of any kind.
- Engage in continuous professional development and apply best practices in early childhood education.
- Report any misconduct, unsafe practices, or breaches of this Code of Conduct.

Consequences

Non-compliance may result in counselling, formal warnings, disciplinary action, or dismissal in accordance with the Staff Disciplinary Policy and labour legislation.

5. School Responsibilities

Besige Bytjie Akademie commits to:

- Providing a safe, secure, and supportive environment for children, staff, and visitors.
- Complying fully with all relevant South African legislation relating to education, health, safety, and labour practices.
- Communicating policies, procedures, and relevant information transparently to parents and staff.
- Maintaining accurate records of children, staff, incidents, and communications.
- Conducting regular safety inspections, audits, and risk assessments.

- Addressing complaints, grievances, and allegations promptly, fairly, and confidentially.
- Supporting staff through training, guidance, and adequate resources.
- Promoting an inclusive, non-discriminatory culture that respects diversity in race, gender, culture, religion, and ability.

6. Communication & Conflict Resolution

- Concerns should be raised through the appropriate channels:
 - Informal discussion with the relevant staff member
 - Formal grievance or disciplinary procedure if unresolved
- All communication must be respectful, clear, and solution-focused.
- Threats, aggression, intimidation, or defamatory statements toward staff, parents, or the school are unacceptable and may result in legal action.

7. Safeguarding & Child Protection

- All adults on the premises must comply with the school's safeguarding and child protection policies.
- Any suspected abuse, neglect, or unsafe behaviour must be reported immediately to the Safeguarding Officer or relevant authorities.
- Parents, staff, and visitors must cooperate fully with any investigations.
- Physical punishment of children by any adult on school premises is strictly prohibited.

8. Safety & Security

- School premises must remain secure and controlled at all times.
- Children may only be released to authorised adults.
- All visitors must sign in and present identification when required.
- Staff must supervise children at all times, including during outdoor play and outings.
- Emergency procedures, fire drills, and first aid protocols must be followed diligently.

- Hazardous substances, medication, and cleaning products must be securely stored out of children's reach.

9. Ethical Standards

- Discrimination, harassment, bullying, exploitation, or victimisation of any person is prohibited.
- All members of the school community must act with integrity, honesty, and accountability.
- The welfare, dignity, and rights of children are paramount and take precedence at all times.
- Any conflicts of interest must be declared and managed appropriately.

10. Compliance & Enforcement

Breaches of this Code of Conduct may result in:

- o Verbal or written warnings
- o Temporary or permanent restrictions
- o Formal disciplinary or grievance procedures
- o Referral to authorities if criminal or unsafe behaviour occurs

This Code of Conduct is reviewed annually or following any incident requiring revision.
