



CODE OF CONDUCT

FACILITY NUMBER: 1043

LOCATION ADDRESS: 367 Hampton Street, Winnipeg MB, R3J 1P7

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CODE OF CONDUCT

Discovery Children's Centre Inc.

(name of facility)

367 Hampton Street, Winnipeg MB, R3J 1P7

(location address of facility)

Date Developed: Feb 26, 2010

Last Revised: Sept. 21, 2026

Last Reviewed: Sept. 2026

Reviewed and Approved by:

___ Child Care Coordinator ___ Board of Directors

Copies provided to:

- ___ All Directors and Community Program Leaders (those using our space)
- ___ Child Care Coordinator
- ___ Posted in staff communication area room in Centre for easy reference by staff and authorities

CODE OF CONDUCT

At Discovery Children's Centre Inc., we strive to provide a safe, caring, learning environment for children, staff and families. While every employee/volunteer is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights, and well-being of children we served are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. We believe in equality and respect diversity including gender diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- Board, Management and staff members
- Children
- Parents/guardians of children enrolled
- Parents/guardians/children/staff of any group operating programs within our space.
- This includes, but is not limited to:
 - Therapists, professionals / para-professionals
 - Volunteers
 - Practicum students
 - Contractors/maintenance service providers
 - Community Programs personnel and parents
 - Licensing coordinators and inspectors
 - Courier drivers
 - Horizon's Children's Centre parents and staff.

Guiding Principles for Appropriate Behaviour

Be Responsible

We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses. We are also committed to establishing, respecting, and maintaining age-appropriate boundaries with all children. It is our responsibility to report any and all allegations or suspicions of sexual misconduct, and to take all such allegations seriously.

Be Respectful

We are respectful of ourselves, other people, and pets. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials. We take care to treat all children with respect and dignity.

Be Safe

We work to responsibly balance risk with the developmental benefits and the well being of children. We work to prevent situations that have a high risk of serious harm. We work and play in a manner that encourages challenge, risk-taking, exploration and participation. Our philosophy might be described as creating an environment that is “as safe as necessary not as safe as possible”.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

In order to achieve the above, it is imperative that each and every individual who is associated with our Centre abides by this Code of Conduct and conducts him/herself in a respectful manner. This includes, Board of Directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled in our Centre.

We will actively strive to create and maintain an environment that supports the health, safety and well-being of everyone associated with our Centre by employing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits and stating limits in a positive way.
- Providing explanations for limits, rules, procedures and policies.
- Role-modeling and encouraging appropriate behaviour.
- Working together in partnership to solve problems.
- Having realistic and developmentally appropriate expectations for behaviour.
- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behaviour and reduce the potential for inappropriate behaviour
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self control

Developmental Capabilities of Children

We recognize the varying developmental capabilities of children and understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for appropriate behaviour and consequences for inappropriate behaviour.

Unacceptable Behaviours

Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in our organization's care. Misconduct refers to inappropriate behavior in our organization and includes, but is not limited to, any/all of the following:

- All forms of bullying (physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive. This includes spreading rumours or gossip either in person or by using social networking internet sites, public networking/ file sharing sites or any other type of internet website.
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone, or that a reasonable person would know is unwelcome. This includes touching, name-calling, offensive jokes, yelling, etc.
- All forms of abuse (sexual, physical, or psychological) including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, colour, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability.
- Actions that put another person at risk of harm including violent physical acts (with or without a weapon) and threatening someone.
- The inappropriate use of technology, including e-mail, the internet and other technology, in keeping with the Centre's policy on the use of technology.
- Communication with a child (will refer to a child (enrolled or not) with whom the staff is acquainted with through their employment at Discovery Centre.) that goes beyond the employee/volunteer's employment responsibilities with the child and/or does not occur within the context of their duties and responsibilities (such as those listed below). If such communication is desired, prior written authorization by two members of the administrative staff (ED & DPO or designate) and the parent will be required.
 - Writing personal letters or text messages to a child
 - Engage in Facebook, Twitter, etc. communication with children, parent, or fellow staff of Discovery Centre
 - Making personal phone calls to a child
 - Giving or sending personalized gifts to a child
 - Having personal Internet exchanges with a child (email, instant messaging, chatting, social networking, etc.)
- Offering unauthorized rides to an individual child.
- Spending time with a child outside of designated work times except if parent initiated, and without prior written authorization by two member of the administrative staff (ED & DPO or designate) and the parent.
- Favouring a child.
- Telling sexual jokes to a child.
- Showing a child sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view.

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- Engaging in any activities that endanger a child or make a child feel uncomfortable.
- Engaging in any activity that goes against (or appears to go against) our organization's mandate, policies, or code of conduct, regardless of whether or not they are serving our organization at that moment.
- Making any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit, or sexual.
- Engaging in any sort of physical contact with a child that may make the child feel uncomfortable, or that violates reasonable boundaries.
- Conducting their own investigation into allegations or suspicions of sexual misconduct - it is an employee/volunteer's duty to report, not to investigate.
- Placing a child in danger from anyone, either within or outside of our organization.
- Offering any child "special" treatment that falls outside of our organization's mandate, or that may (or may appear to) place a child at risk of exploitation.

Proactive Strategies

We actively strive to create an environment that supports the health, safety and well-being of the children by:

- Having realistic and developmentally appropriate expectations for behaviour.
- Setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour.
- Planning a program based on children's interests and developmental needs.
- Establishing consistent yet flexible schedules and routines that help children gain trust, security and self-control.
- Following established procedures when reporting any allegations of misconduct or potential policy violations.

Employees/volunteers of Discovery should consider whether:

- The activities they are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret; rather, they should be transparent.
- Activities would raise concerns in the mind of a reasonable observer as to their appropriateness.
- Our organization may be detrimentally affected by an employee/volunteer's activities.
- The activity may be reasonably regarded as posing a risk to the personal integrity or security of a child.
- The activity may contribute to a child's discomfort.
- The activity may appear inappropriate to our organization, the child's family, or the public.
- The final outcome of any behavior may embarrass, shame, or humiliate the child involved, and work to avoid that outcome

We create a positive environment for children, parents, staff and others involved in our centre by:

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits.
- Setting limits in a positive way and periodically reminding people.
- Providing explanations for limits.
- Working together to solve problems.
- Modelling and encouraging appropriate behaviour.

Consequences for Inappropriate Behaviour

Individuals found breaching the Code of Conduct or for displaying any form of inappropriate behaviour as outlined in this Code will be subject to an investigation, and disciplinary action, if necessary. The disciplinary action and resulting consequences will depend on the severity, the nature, the circumstances, and the frequency surrounding the inappropriate behaviour. The Centre recognizes the importance of ensuring any consequences are pre-planned, fair, consistent and, in the case of children, based on the level of a child's development. We also recognize that consequences should be an opportunity to learn, not primarily one of discipline. In keeping with this, we will ensure, whenever practicable, that any resulting consequences are based on discussion and a cooperative approach and that they provide opportunities for the person to change his/her behaviour.

In the case of Staff, Practicum students, volunteers or other adults associated with our Centre, typical steps will include:

- Reminding individuals of expectations and limits
- Giving a verbal or written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspension
- Dismissal
- Prohibiting individuals from being on the premises

In the case of children participating in our program, typical steps will include:

- Reminding children of expectations and limits
- Expecting family members to engage in discussions related to their child's inappropriate behaviour and/or developmental concerns
- Accessing outside resources (i.e. Child and Family Services, Mediation Services, therapists etc.)
- Having a meeting to discuss concerns and to develop an action plan for the future
- Developing a written contract (in the case of older children) outlining specific expectations and consequences
- Giving a written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspending or withdrawing child care services because of a child's or family member's behaviour

Technology and Digital Media Policy

Purpose

Technology and digital media must be used in ways that protect the privacy, confidentiality, safety, dignity, and well-being of children, families, staff, volunteers, and the Centre. All users are expected to follow this policy. Violations may result in disciplinary or other appropriate action.

Appropriate Use

Centre technology and Internet access must be used ethically, legally, respectfully, and for authorized Centre purposes. Email and electronic communication are primarily for Centre business unless personal use is authorized by the Executive Director or designate ("management").

All users must:

- Protect privacy and confidentiality in alignment with parent/guardian authorization, policies and applicable laws.
- Protect Centre technology and information.
- Respect copyrights and intellectual property.
- Communicate professionally and respectfully.

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- Report inappropriate, threatening, illegal, or concerning electronic activity.

Prohibited Use

Users must not:

- Access, create, copy, record or share confidential or private information without authorization.
- Access or distribute illegal, pornographic, threatening, harassing, discriminatory, bullying, or otherwise inappropriate material.
- Use Centre technology for unauthorized personal gain.
- Use technology in ways that interfere with children's safety, supervision, or care.
- Photograph or record children, families, staff, or Centre activities without management and/or parent/guardian authorization.
- Share confidential information, photographs, or videos without parent/guardian authorization.

Personal Devices and Smartwatches

Staff are not permitted to wear smartwatches or use internet-enabled devices while supervising children, except as permitted below.

Personal devices must be stored away while supervising children unless authorized for Centre business, an emergency, or another approved purpose. During outings a personal cell phone may only be used for emergency contact with the Centre or a child's parent/guardian.

Children must keep smartwatches or internet-enabled devices (smartphones, etc.) in lockers while in Centre care. The Centre assumes no responsibility for damage or theft of smartwatches or internet-enabled devices.

Photography and Video

Photos and videos of children may only be taken for approved Centre purposes on Centre issued devices with required parent/guardian permission. Two staff must be present when ever children are photographed or recorded.

Staff must never use children's images for personal purposes or share them through personal social media, messaging, cloud storage, websites, or other platforms.

Artificial Intelligence (AI)

Centre information must not be used in non-approved AI tools and/or in ways that compromise the confidentiality of the Centre information.

AI tools must not be used to alter, create, enhance, transform, or otherwise manipulate a child's image or likeness.

This includes uploading children's images or identifying information to AI tools, creating AI generated images or avatars, face-swapping, facial recognition, deepfakes, or similar technologies.

AI must not be used to bypass privacy, consent, photography, or confidential requirements. Any Centre-approved AI use involving children or their personal information requires written authorization from management and must comply with applicable privacy laws and Centre policies.

Social Media and Public Websites

Information, photographs, videos, recordings, or identifying information about children, families, staff, volunteers, or the Centre must not be posted or shared on personal websites, social media, public file-sharing sites, video platforms, personal cloud storage, messaging platforms, AI applications, or other public platforms.

Exceptions require prior written authorization from management and, where applicable, parent/guardian.

Staff must maintain professional boundaries and must not accept or initiate social media connections with children known through their employment unless specifically authorized in writing by management.

Digital Information and Storage

Centre photographs, videos, recordings, documents, and other digital information must be stored only on Centre-approved systems and devices.

Confidential information must not be transferred to personal devices, personal email, personal cloud storage, USB drives, AI platforms, or other external systems without authorization. Users must take reasonable steps to prevent unauthorized access, loss, copying, or disclosure.

Staff must immediately report any lost devices, unintentional or intentional disclosure, suspected compromised account, phishing attempt related to Centre accounts or information.

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Monitoring

The Centre may monitor use of its technology and access information stored or transmitted through Centre systems as permitted by law and Centre policies. Information may be used to investigate policy violations or other legitimate Centre purposes and may be disclosed to law enforcement when legally required or on discretion of management.

Compliance

All users are expected to understand and follow this policy. The Centre may take appropriate action when technology use compromises privacy, confidentiality, safety, professional boundaries, or children's well-being.

This policy should be read alongside the Centre's Privacy, Confidentiality, Code of Conduct, Child Protection, and other applicable policies.

Touch Policy

Here at Discovery Centre, we believe in the importance of positive touch (from both male and female caregivers) for the healthy development of young children. Touch reduces stress, aids healthy brain and emotional development, and demonstrates love for the children in our care. Appropriate touch in early education settings can be defined as non-intrusive and causing no feelings of discomfort or confusion for the child. Such contacts should also not cause feelings of discomfort or confusion for caregivers, and take into consideration a child's right to make choices about their participation.

Each child should be allowed to determine what kinds of touches he or she finds acceptable. With support from families and appropriate guidance and instruction, teachers can help develop children's understanding of appropriate touch. Training on teaching children about appropriate touch is offered to our teachers at the time of employment and periodically thereafter.

Discovery regards physical contact and closeness with children as natural and essential. Touching shows that the caregivers are at ease with a child who wants to sit on their knee hold their hand or share a hug. In play you may see children getting piggy-backs or being lifted up to reach a ball from a tree. You may see a teacher with his/her arm around a child while reading a book. You will see children sometimes get a congratulatory hug when they have a personal achievement. Non-mobile babies especially are carried around and given lots of physical interaction and touch when they are not having floor play/exercise time.

I agree to comply with the Code of Conduct for Discovery Children's Centre

EMPLOYEES/VOLUNTEER SIGNATURE

DATE