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# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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## **Staff Professionalism**

(to be used in conjunction with the Code of Conduct)

### **Policy Statement**

The quality of care for children, good relationships among staff, the confidence of parents and the reputation of the Woodside OSHC Service all depend on the professional attitude and behaviour of the service staff and management. This policy aims to provide clear guidance to staff about the standards the service requires as a condition of employment.

### **Background**

Ethical conduct guides the behaviour and decisions within the OSHC and is founded in respect for, and the valuing of children, families, educators, staff and the extended OSHC community. This policy applies to all permanent, temporary and casual staff and to volunteers working at OSHC. The relevant legislation includes:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168 and is linked to National Quality Standard: 4.2.1 Professional standards guide practice, interactions and relationships

### **Policy and Procedure**

Educators, staff and volunteers in the OSHC will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines. Educators and staff will be familiar with the expectations of the service and will be asked to sign the Code of Conduct when accepting any employment or volunteer offers as well as adhere to the OSHC philosophy. This will guide conduct and decision making within our OSHC.

Staff are expected to support the policies and procedures of the Service. Where staff believes any of the policies or procedures need to be changed, they should first discuss it at a staff meeting and then suggest the change to the OSHC Advisory Committee. Meanwhile staff should continue to follow the existing policy and procedure.

- The Nominated Supervisor or Director of the OSHC will ensure that all Educators and staff are made aware of their obligations through personal

discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

- Staff duties are described in their job descriptions. Staff should perform their duties to the best of their ability. If staff has trouble performing these duties to the required standard, they should ask for help from the Director.
- Staff are expected to comply with their legal and industrial award obligations.
- It is vital that the Service be a healthy and safe environment for children, staff, parents and visitors. Staff must act in ways that do not endanger the health or safety of anyone, and should encourage healthy and safe behaviour in the children by setting a good example.
- Good quality childcare relies on effective teamwork and good relationships among staff. Staff are expected to assist good working relationships by treating each other with courtesy, honesty and respect. Conflicts between staff should be aired in private, and not in front of children, parents or other staff. Staff should seek help from the Director, or use the grievance procedures, if they are unable to resolve their conflict between themselves.
- Staff should treat parents and children with courtesy, honesty and respect. Children arriving or departing from the Service should be welcomed or farewelled by name. Staff should treat children equally and as individuals regardless of gender, race, family background, culture, religion or beliefs. Staff will be sensitive to the rights and feelings of the children.
- Staff are expected to maintain and improve their skills through participating in the staff training and development opportunities provided by the Service.
- Staff must observe confidentiality in all circumstances involving children, parents, staff and visitors. Staff must not discuss any child or parent with any other parent or visitor, within or outside the Service. In any situation where a staff member is not sure if information is confidential or not, he/she should check with the Director.
- Staff must attend work free from the influence of alcohol or other non-prescription drugs. Staff should tell the Director if they are taking any prescription medication that might affect their capacity for work (e.g. causing drowsiness). Smoking is not permitted on or near the premises or in view of the children during rostered shifts or shift breaks.
- Staff are expected to come to work when they are fit enough to do so without risking injury or infection to themselves or the staff or children at the Service. When staff are unwell or injured they should not attend work and if entitled may apply for sick leave or workers' compensation.
- Staff should help each other to maintain high quality care and high standards of professionalism. Ethical conduct and decision making will occur with reference to legislation and statutory documents and through the process of critical reflection.