

Staff Code of Conduct.

POLICY STATEMENT.

The professional attitude and behaviour of the staff is of utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care provided for the children and families in the centre. We will provide clear guidelines to the staff regarding the expectations for their professional behaviour in the centre.

CONSIDERATIONS.

Network's Code of Professional Practice.

Duty of Care.

Work, Health and Safety Act

National Quality Standards 4.2. and 4.2.1

PROCEDURE.

Staff professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new staff.

Nominated supervisors, educators, co-ordinators, staff members and volunteers shall develop and maintain relationships with each other that are based on the principles of mutual respect, equity and fairness.

Staff will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.

Professional behaviour in all areas will be reviewed as part of the ongoing employment of all staff.

The Management in conjunction with the Co-ordinator will immediately address any breach in the professional expectations outlined. If the concern involves the Co-ordinator, two representatives from the Management, will conduct the discussion.

All discussions will be recorded and standard of behaviour and expectations clearly explained.

Any further problems will be addressed as per the discipline procedure.

Staff will be made aware of the centres philosophy and policies and will be encouraged to contribute to them and expected to follow these. Should staff have any concerns with the policies they are to raise this with the Co-ordinator or committee liaison officer.

Staff will be expected to know, understand and perform their duties as per their job description.

Staff will be expected to maintain and improve their skills through participation in staff training and development opportunities. The committee will ensure that monies are made available in the budget for staff training.

Staff will be expected to start duties on time.

Staff will be expected to dress appropriately for their duties according to WH&S requirements.

Staff must not attend work under the influence of drugs or alcohol.

Grays Point Activity Centre Inc

Staff should not attend work when they are unfit to do so due to injury or sickness and must inform the centre as soon as possible.

Staff will use only suitable language that is not offensive to other staff, families and children.

Staff will respect families' culture (including cultural background) and role model appropriate behavior whilst at the service

Staff will be expected to follow all confidentiality issues.

The centre is a smoke free zone. Staff may not smoke in or around the building, or in the sight of the children.

Staff will be expected to know and follow the child protection policies.

The quality of the centre and positive working environment are dependent on good staff and family relationships. Staff will follow proper communication procedures as outlined in the policy booklet.

The maintenance of good teamwork will be an expectation outlined in all job descriptions.

Staff will read Network's 'Code of Professional Practice for OOSH Services'.

Any conflicts that arise must be addressed as outlined in the grievance procedure.

DATE ENDORSED _____

DATE FOR REVIEW AND EVALUATION _____