



Woolooware Outside School Hours Care

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STAFF CODE OF CONDUCT POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care believe that consistent 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

- National Quality Standard 7
- My Time Our Place
- Network's Code of Professional Practice
- Duty of Care
- Staff Handbook

PROCEDURES

- Staff professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new staff.
- 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 Approved Provider (Parent Committee) in conjunction with the Nominated Supervisor will immediately address any breach in the professional expectations outlined. If the concern involves the Nominated Supervisor (Co-Ordinator), two representatives from the Parent Committee, will conduct the discussion.
- Any further problems will be addressed as per the centres Complaints and Grievances procedures/guidelines.
- Staff will be made aware of the centres philosophy and policies and will be expected to follow these. Should staff have any concerns with the policies they are to raise this with the Nominated Supervisor (Co-ordinator) or Staff 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.
- Staff will be expected to start duties on time.
- Staff will be expected to dress appropriately for their duties.
- Staff must not attend work under the influence of drugs or alcohol.
- 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.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023