

6.16 STAFF – CODE OF CONDUCT

Drouin West Primary School OSHC is committed to the safety and wellbeing of all children, staff, parents and visitors to the Service regardless of age, gender, cultural background, religion, vulnerability or sexuality. Zero tolerance will be shown for all forms of abuse. Every person will have responsibility to be proactive to ensure the well being and safety of all people who attend the Service.

AIM

To provide clear guidance to staff about the standards our service requires as a condition of employment.

PROCEDURES

- Staff are expected to support the policies and procedures of the service
- Staff will not smoke on site or anywhere within sight of the children
- Staff must attend work free from the influence of alcohol or other non prescription medication.
- Staff must act in ways which do not endanger the health or safety of anyone, and should encourage healthy and safe behaviour in the children by setting a good example
- Staff are expected to treat each other with courtesy, honesty and respect at all times. Conflicts between staff should be dealt with in private with the co-ordinator, if the co-ordinator is unable to deal with the conflict it will be escalated to the Principal.
- Staff should treat parents and children with courtesy, honesty and respect at all times.
- 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.
- Staff should use language which will not offend other staff or parents.
- Staff are expected to maintain and improve their skills through participating in appropriate staff training and development opportunities provided by the service.
- Staff should adhere to the Child Safe policy at all times, taking all reasonable steps to ensure the safety and protection of children.
- Staff should set clear boundaries about appropriate behaviour between children and children, children and staff and staff and parents.
- Staff should respond quickly, fairly and transparently to any serious complaints made by children and/or parents following the complaints and grievance policy.
- Staff should at all times listen to the views and concerns of children.

Date Approved: May 2019

Reviewed in August 2021