



# PATTERSON LAKES PRIMARY SCHOOL

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## Outside School Hours Care – Staff Code Of Conduct

### RATIONALE

The quality of care for children, good relationships amongst staff, the confidence of parents and the reputation of Patterson Lakes' Outside School Hours Care depends on the professional attitude and behaviour of the staff in the program.

### AIM

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

### IMPLEMENTATION

- Staff are expected to support the policies and procedures of the service.
- 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 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.
- Good quality care 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 Coordinator, 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 with 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.
- Staff should use language which will not offend other staff or parents.
- 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 drugs.
- Staff should tell the Coordinator if they are taking any prescription medication which may affect their capacity for work (e.g. causing drowsiness); prescription drugs which may affect the performance/ability of the staff member to perform their duties in accordance with the work duty statement. This may result in a staff member being asked to complete the course of the prescription before returning to work. This will be done to ensure the best quality of care is available.

### REFERENCES

Acts and Regulations 2011.Division 2, 168 Education and care service policy and procedures. Section 2 (i) i, ii and iii. Pg 114.

### EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

### CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....

  
School Council President

Signed.....

  
Principal