

Policy Statement

The quality of care for children, good relationships among staff, the confidence of parents and the reputation of the St Raphael's 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.

Recruitment

All persons applying for a job at OSHC are required to submit an updated resume to the Director. A reference check will be conducted by the Director. If a position is available the applicant will be interviewed by the Director and school Principal. If the applicant is offered a position, they must provide the relevant clearances and documentation.

If applying as a Qualified Educator, the applicant must provide all relevant documentation to support this.

Punctuality

This means not only arriving on time, but also taking lunch breaks at the correct time, relieving other staff promptly and undertaking tasks promptly. Failure to be punctual may result in children and staff being placed at risk. If you like to arrive at work and make a coffee, put belongings away and chat to other staff members, please ensure you arrive earlier than your scheduled starting time.

Confidentiality

Information about children and their families must not be discussed or shared indiscreetly. Contact numbers of staff or families may not be given out without their permission.

Language

Appropriate language must be used with children at all times. Language should always be positive. Label the behaviour, not the child. Eg "That was a silly thing to do", *NOT* "You are a silly child". Staff should not use language which will offend other staff or parents, or within hearing range of children.

Duty of Care/Role Models

Staff should remember that while it is great to be a child's friend, they also have the role as a "significant other" in this child's life and a duty of care, which means they must act as the parent in the parent's absence. Staff therefore have a responsibility to lead by example and model appropriate behaviour - and to teach respect for property and others. "If you work with children, you are a teacher.....They learn from what you do and what you don't do. From what you say and what you don't say. From what you act on and what you don't act on." *Debra Ren-ETTA Sullivan, 2003*

Dress Code

Dress should be appropriate for that day's work with the children. Flat, comfortable shoes should be worn. Bring a hat each day - to be worn when supervising children outside. If strappy clothes are worn, other sun-safe practices are to be modeled for the children to see. Please don't wear strappy tops on days where we will be in the sun for several hours.

Supervision of Children

Children need to be supervised at all times. If you are the only adult in the area and need to leave for any reason, a backup person must be called upon before leaving.

Initiative

Please use your initiative. The more people who use initiative (appropriately), the more effectively the staff team and OSHC service can function. Don't wait to be asked to do things. There are always a variety of things waiting to be done such as...photocopying colouring sheets, sharpening colouring pencils, fixing and sorting games, putting craft things away, cleaning cluttered areas, general tidying, etc.

Effective Teamwork and Good Relationships

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. Families and children must also be treated 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 Training & Development

Staff are expected to maintain and improve their skills through participating in the Staff Training and Development opportunities provided by the Service.

Policies and Procedures - Staff are expected to support the policies and procedures of the Service. Where staff believe any of the policies or procedures need to be changed, they should first discuss it at a staff meeting and then have the staff representative suggest the change to the management body. Meanwhile staff should continue to follow the existing policy and procedures.

Illness/Unfit for Duty

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.

These guiding principles are fundamental to the OSHC position. Failure to abide by them may lead to decreased working hours or even dismissal.

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Staffing Policy (including a Code of Conduct)

