

Staff Code Of Conduct

Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee

Policy Statement

- We believe that all staff should conduct themselves in a socially acceptable manner, we have adopted the code of conduct that was developed by the peak body of out of school hours care in NSW.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place

Procedures

- Below is a copy of the code of conduct all staff sign on employment.

As OSHC Educators we believe in...

Fostering secure, respectful and reciprocal relationships.

We will do this by...

- Creating a welcoming environment in our service.
- Nurturing children's optimism, happiness and sense of fun.
- Respecting the wide diversity in the family structures of children who attend the service and being inclusive of all family types.
- Recognising the role of families as the first and most influential educators of children.
- Respecting children and their families' right to privacy and confidentiality.
- Maintaining a professional attitude and relationship with children and their families.
- Considering situations from each child and family's perspective.
- Respecting the decisions of families in respect of their child.
- Providing correct information in a professional, supportive and friendly manner.
- Being honest and supportive in our communication with others.
- Collaborating with children and families about service decisions to ensure experiences are meaningful.
- Promoting the service as an important resource for the local community.
- Encouraging positive communications and liaison with other groups within the community.

The power of partnerships.

We will do this by...

- Seeking the active cooperation and participation of children and families in service decision making.
- Recognising the benefits of the service being involved in community activities.
- Providing children with opportunities to engage with their local community.
- Valuing each other's knowledge and contributions.
- Developing positive, effective and cooperative relationships between team members and other stakeholders.
- Acknowledging and supporting the personal and professional strengths that each educator and child brings to the service.
- Promoting cooperation and positive liaison with other organisations and within our own service team.
- Maintaining strong links with our local school communities and their leadership teams.
- Promoting children's best interests through community education and advocacy.
- Involving local people in the program where possible.

Maintaining high expectations and a commitment to equity.

We will do this by...

- Recognising and responding to barriers to children achieving a positive self-identity.
- Challenging practices that contribute to inequities.
- Continually striving to find equitable and effective ways to ensure all children have opportunities to experience a sense of personal worth and achieve outcomes.
- Supporting the development and implementation of laws, regulation and policies that promote the wellbeing of school age children and their families.

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- Acting in the community in ways that enhance the standing of the school age care profession.
- Advocating for school age children and Outside School Hours Care.

Respecting diversity.

We will do this by...

- Respecting the diversity of families, educators and communities.
- Upholding the rights of children and families to have their cultures, identities, abilities and strengths acknowledged and valued.
- Making program decisions that respond to the complexity of children and families' lives.
- Maintaining a service which reflects and respects the diversity of the community.
- Recognising the worth of the cultural and linguistic diversity of educators and families.
- Ensuring that the service programs reflect and respect community needs.

Ongoing learning and reflective practice.

We will do this by...

- Working collaboratively with colleagues, families and stakeholders in an ongoing cycle through which current practices are examined, outcomes reviewed and new ideas generated.
- Seeking ways to build on our own professional knowledge through engaging in professional development and reading.
- Examining what happens in our service and reflecting on what can be improved based on evaluation and feedback from families and stakeholders.
- Reflecting and integrating the service philosophy into daily practice and relationships.
- Reflecting critically on and accepting responsibility for implementation of service policies and procedures.
- Maintaining knowledge of current regulations and implications for practice on service provision

I agree to uphold the OSHC Code of Professional Standards.

Name..... Signature..... Date.....



Reference, Network of Community Activities, Endorsed by the Board of management of Network of Community Activities 23.10.2012

Checklist for educators

- Sign, date and return a copy of the code of conduct on employment.
- Keep their copy of the code of conduct in their Staff Hand Book
- Refer to the code of conduct to ensure their meeting the standards set out.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 20th January 2014

Management Committee Policy is to be reviewed by the 20th January 2016