
Policy Statement

The professional attitude and behaviour of all staff is of utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care we provide for the children and families within our organisation. We aim to provide clear guidelines to the staff regarding the expectations for their professional behaviour.

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
- Activity Centres Inc. policies and procedures
- ACI Professional Code of conduct
- ACI Statement of Duties.

Procedures

- Staff professional code of conduct, duty of care, expectations, staff responsibility in relation to supervision and health and safety of the children, will be discussed in the initial induction of all new staff, and make up part of the staff handbook, statement of duties and orientation process.
- Staff professional code of conduct and statement of duties will be provided on employment and staff will be expected to read it and return a signed copy, agreeing to abide by the professional code of conduct while in employment at Activity Centres Incorporated.
- Staff will be expected to follow our Organisation's policy and procedures, professional code of conduct and staff professionalism outside of work hours if out in the community in Activity Centres Incorporated uniform bearing our organisation logo.
- While in uniform staff are representing the organisation and are expected to maintain a professional standard in behaviour and personal grooming.
- Professional behaviour will be reviewed as part of appraisal process of all staff.
- The Management Committee in conjunction with the manager and service coordinators will immediately address any breach in the professional expectations outlined.
- If the concern involves the manager, two representatives from the management committee will conduct the discussion.
- If the concern involves the assistant manager, the manager and a representative from the management committee will conduct the discussion.
- If the concern involves our organisation financial controller, a service coordinator, assistant coordinator or educational leaders the manager and a representative from the management committee will conduct the discussion.
- If the concern involves educators or any other staff employed by our organisation, the manager and a representative from the management committee will conduct the discussion.
- All discussions will be recorded and the standard of behaviour and expectations clearly explained and goals for future development and improvement set.
- Any further problems will be addressed as per ACI Staff Disciplinary Action Policy.
- Staff will be made aware of the organisation's philosophy and policies on orientation and induction and will be expected to follow these.
- Staff will be involved in the review process of policies and procedures and will be provided with updated and reviewed policies, once endorsed by the committee, via email or on the staff Facebook closed group, in line with ACI Policy Development and Review Policy.
- Should staff have any concerns with current ACI policies they are to raise them with the manager, service coordinator or committee members.
- Staff are expected to know, understand and perform their duties as per their statement of duties.
- Staff are expected to maintain and improve their skills through participation in staff training and development opportunities. The committee will ensure that monies are made available in the budget for staff training.
- It is staff responsibility to access the weekly roster and ensure that they know where and when they are expected to work.
- Staff will be expected to be punctual to work.
- Staff will be expected to dress appropriately for their duties as per staff dress code policy.

Staff Professionalism Policy

- Staff must not arrive at work under the influence of drugs or alcohol, or consume drugs or alcohol while at the service.
- Staff should not attend work when they are unfit to do so due to injury or sickness and must inform the manager, assistant manager or service coordinator as soon as possible.
- Staff will use only suitable language that is not offensive to other staff, parents and children.
- Staff will be expected to follow all confidentiality procedures in line with ACI Maintenance of Records Policy.
- Our Services are all smoke free zones. Staff may not smoke in or around the buildings, or in the sight of the children.
- Staff will be expected to know and follow ACI child protection policy.
- Staff will be provided with information on mandatory reporting, roles and responsibilities and expectations in regards to child protection on employment through our orientation and induction process.
- Staff will be regularly reminded, informed and attend training on child protection issues throughout their employment at Activity Centres Incorporated.
- The quality of the service and ensuring a positive working environment are dependent on good relationships between staff with one another and staff relationships with parents, children, families and local community.
- Staff are to speak to other staff, children, families and the community in respectful manner at all times.
- Staff behaviour is to be respectful and courteous at all times.
- Staff will follow proper communication procedures as outlined in the policies.
- The maintenance of good teamwork will be an expectation outlined in all statements of duties.
- If issues arise between staff or between families, parents and staff, steps outlined in ACI Complaints and Grievance Policy are to be followed. Staff are to remain professional in how they conduct themselves throughout the process.
- Any conflicts that arise must be addressed as outlined in the ACI complaints and grievance policy.

_____ end of policy _____

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

Endorsed by the Management Committee on the 30th September 2016

Policy is to be reviewed by the 30th September 2019