

10(a) Staffing – Code of Conduct

Purpose

Professional standards guide practice, interactions and relationships.

Scope

NQF Quality Area 4	Staffing Arrangements
Standard 4.2 Professionalism	4.2.2 Professional Standards

Processes

A code of conduct makes explicit the behavioural expectations that are required of all staff.

NPS OSHC Code of Conduct

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to all the NPS OSHC policies at all times.
- Taking all reasonable steps to ensure the safety and protection of children.
- Treating everyone with respect and honesty.
- Being a positive role model.
- Setting clear boundaries about appropriate behaviour with the children.
- Listening and responding appropriately to the views and concerns of the children.
- Ensuring another adult is always present or in sight when conducting one-to-one coaching, instruction or other activities.
- Reporting suspected child abuse and neglect to the Child Abuse Report Line (131478) as soon as practicable.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Providing feedback to both children and families or guardians.

Employees and volunteers must not:

- Engage in rough physical games.
- Develop any 'special' relationships with children and young people that could be seen as favouritism e.g. such as the offering of gifts or special treatment.
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Roles and Responsibilities

The Director will monitor compliance with the OSHC Code of Conduct.

All staff are encouraged to support and coach their colleagues to adhere to the Code of Conduct.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
Review Date		