

St Pius X OSHC

Educator's Code of Conduct

The quality of care for children, good relationships among educators, the confidence of families and the reputation of the St Pius X OSHC Service all depend on the professional attitude and behaviour of the Service educators and management. This policy aims to provide clear guidance to educators about the standards the Service requires as a condition of employment.

1. **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.
2. **Confidentiality** - Information about children and their families must not be discussed or shared indiscreetly. Contact numbers of educators or families may not be given out without their permission.
3. **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". Educators should not use language which will offend other staff or parents, or within hearing range of children.
4. **Duty of Care/Role Models** - Educators 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
5. **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. Strappy clothes are not preferred if working outside for long periods of time, but if they are worn, other sun-safe practices are to be modeled for the children to see.

6. **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.
7. **Initiative** - Please be encouraged to 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.
8. **Effective Teamwork and Good Relationships** - Educators are expected to assist good working relationships by treating each other with courtesy, honesty and respect. Conflicts between educators should be aired in private, and not in front of children, parents or other educators. 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. Educators should treat children equally and as individuals regardless of gender, race, family background, culture, religion or beliefs. Educators will be sensitive to the rights and feelings of the children.
9. **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.
10. **Policies and Procedures** – Educators 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.
11. **Illness/Unfit for Duty** - Educators 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 educators 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.