



Staff Professionalism Policy

POLICY STATEMENT

The professional attitude and behaviour of Coowarra Educators is of utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care provided for the children and families in the centre. We aim to provide clear guidelines to our Educators regarding the expectations for their professional behaviour in the centre.

PROCEDURE

- Educators' professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new staff.
- Educators will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.
- Professional behaviour in all areas will be reviewed as part of the ongoing employment of all Educators.
- The Management in conjunction with the nominated supervisor will immediately address any breach in the professional expectations outlined. If the concern involves the nominated supervisor, two representatives from the Management, will conduct the discussion. All discussions will be recorded and standard of behaviour and expectations clearly explained. Any further problems will be addressed as per the discipline procedure.
-
- Educators will be made aware of the centres philosophy and policies and will be expected to follow these. Should an Educator have any concerns with the policies they are to raise this with the Nominated Supervisor or attend the next Committee Meeting to discuss the issue.
-
- Educators will be expected to know, understand and perform their duties as per their job description.
- Educators will be 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.



Coowarra Out Of School Hours

PO Box 378
St Clair NSW 2759
Phone: 02 9670 5541
Email: coowarraoosh@optusnet.com.au

- Educators will be expected to start duties on time. This means arrive at the service with enough time to put away their belongings, sign in and commence duties.
- Educators must not attend work under the influence of drugs or alcohol
- Educators are not to attend work when they are unfit to do so due to injury or sickness and must inform the centre as soon as possible.
- Educators will use only suitable language that is not offensive to other staff, parents and children.
- Educators will be expected to follow all confidentiality issues.
- The centre is a smoke free zone. Educators may not smoke in the building or in the sight of the children.
- Educators will be expected to know and follow the child protection policies.
- The quality of the centre and positive working environment are dependent on good staff and parent relationships. Educators will follow proper communication procedures as outlined in the policies.
- The maintenance of good teamwork will be an expectation outlined in all job descriptions.
- Any conflicts that arise must be addressed as outlined in the grievance procedure.
- 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 service 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.
- 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
- Staff are to speak to other staff, children, families and the community in respectful manner 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.

Staff dress code

- All Staff are required to ensure their clothes are clean, ironed and of a neat and tidy appearance.
- While the Organisation will supply uniforms, uniforms must be returned at the end of your employment with the Organisation.

Hats

- Hats are provided and must be worn as per Sun Protection Policy.



Coowarra Out Of School Hours

PO Box 378
St Clair NSW 2759
Phone: 02 9670 5541
Email: coowarraoosh@optusnet.com.au

- Hats are to be cleaned regularly, to ensure they are clean and tidy in appearance.

Shirts and jackets

- Polo shirts with the Organisation's logo are provided and are compulsory for all Staff.
- Jackets, cardigans and winter coats with the service logo are provided and are compulsory for all Staff.

Pants and shorts

- There is no preferred style of pants as long as they are close to the knee or below in length and of a neat and tidy appearance.

Shoes

- Flat and enclosed shoes must be worn at all times. Thongs, sandals or ballet flats are considered inappropriate.
- It is recommended that footwear be worn at all times, however shoes may be removed when engaging in programmed activities during staff/child interaction e.g. Twister, dress-ups, sandpit play

Jewellery

- Jewellery may be worn, however large hoop or dangling earrings are not recommended.
- To avoid personal injury facial piercing (nose, eyebrow etc.) must be kept to a minimum, studs only, no protruding pieces or hoops will be allowed.

Hair

- Hair needs to be clean neat and tidy, it is recommended long hair be tied back to avoid exposure to head lice, however this is your own personal responsibility.

Mobile phones

Use of personal mobile phones and cameras by Staff and volunteers:

ACI recognises that Staff may wish to have their personal mobile phones at work for use in case of an emergency. However, safeguarding of children within the Service is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Management has implemented the following guidelines:

- Personal mobile phones and cameras should be kept in Staff lockers on silent and only used outside shift times.
- If Staff members have a personal emergency they are free to use the Service's phone. They can in turn speak to the Coordinator/Responsible person to ask permission to make a personal call from their mobile in a designated area.



Coowarra Out Of School Hours

PO Box 378
St Clair NSW 2759
Phone: 02 9670 5541
Email: coowarraoosh@optusnet.com.au

- If any Staff member has a family emergency or similar and needs to keep their mobile phone on them, prior permission must be sought from the Coordinator/Responsible Person.
- Management team – (Coordinator and assistant coordinators) will be required to have their mobile phones on them while rostered on working directly with the children for communication and direct contact purposes.
- Staff must ensure that the use of mobile phones and other electronic devices does not interfere with the duty of care of the children.
- Staff must ensure that they prevent access by children to inappropriate information and images on their mobile phone.

Use of service mobile phones, cameras and recording equipment:

Coowarra OOSH provides mobile phones and iPads for Staff to use to support their work with the children. To ensure the appropriate use of this equipment, and to safeguard children, the following guidelines apply:

- Only the cameras and recording equipment belonging to ACI may be used to take appropriate and relevant images of children.
- Service mobile phones will be used to take photos.
- Images must be used in accordance with the Commonwealth Privacy Act.

Wearable Technology Devices: such as Fitbits, Smart watches, activity and fitness trackers

- Inappropriate and unlawful use of wearable technology devices by Staff is not acceptable.
- Devices are to be placed in aeroplane whilst working and are not to be used to read/send messages, take phone calls or access internet.

Disciplinary Process

- Management will follow Disciplinary Action Policy.
- Staff may face severe disciplinary action up to and including termination for unacceptable use of mobile phones or wearable technology devices.
- Unacceptable use includes use of mobile phone without permission, breaching confidentiality or a child protection issue.



Coowarra Out Of School Hours

PO Box 378
St Clair NSW 2759
Phone: 02 9670 5541
Email: coowarraoosh@optusnet.com.au

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<ul style="list-style-type: none">• The Education and Care Services National Law 2010• The Education and Care Services National Regulation 2011		<ul style="list-style-type: none">- Networks Code Of Professional Practice- Staff Handbook- Code of conduct poilcy

UPDATED AND ENDORSED: January 2023 DATE FOR REVIEW AND EVALUATION: June 2027
