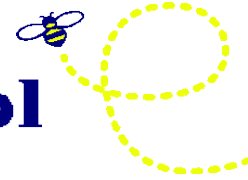


Eastbourne Primary School

Celebrates Success



OSHC POLICY: STAFF

RATIONALE

Eastbourne Primary OSHC supports staff to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community.

Ethical conduct guides the behavior and decisions within the OSHC and is founded in respect for, and the valuing of children, families, educators, staff and the extended OSHC community.

This policy applies to all permanent, temporary and casual staff and to volunteers working at OSHC.

PROCEDURES

Educators and staff will be familiar with the legislation and statutory documents that apply to their role with the children, families and other staff in the OSHC.

- Educators and staff will be familiar with the ECA Code of Ethics and the OSHC philosophy. This will guide conduct and decision making within OSHC.
- Ethical conduct and decision making will occur with reference to legislation and statutory documents and through the process of critical reflection. Decision making processes will be clear and the Principal will be accountable for decisions and able to demonstrate how those decisions are made.
- The Nominated Supervisor of the OSHC will ensure that all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

- The OSHC community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of the role, responsibilities and obligations combined with collegial practice and collaborative decision making.

STAFFING

OSHC staffing requirements are in line with the National Quality Framework (NQF). All staff are fully qualified or are working towards completing qualifications as per the NQF guidelines. OSHC Staffing ratio is 1:15 students.

1. Nominated Supervisor – Stephen Wilkinson
2. Program Coordinator/s – Angela Thomson
3. OSHC Staff – Staff changes can occur from time to time. Additional staff will be employed/rostered as required by OSHC attendance numbers.

HOURS OF OPERATION:

Before School Care: 7:00am to 8:45am

After School Care: 3:15pm to 6:00pm

Holiday program: 7:00am to 6:00pm

OSHC is only licensed to operate within these hours and therefore is not permitted to have children attend the program prior to 7.00am. Non-compliance of this rule can result in the program loss of license to operate.

On the last day of each Term, the After School Care program will operate from 2.30pm to 6.00pm. Eastbourne Primary School OSHC is only licensed to operate within these hours and therefore is not permitted to have children attend the program after 6.00pm. Non-compliance can result in the program loss of license to operate. Please note late collection fees will apply for children collected after close of program. (Refer: OSHC Delivery & Collection Policy)

REVELANT LEGISLATION:

- Children (Education and Care Services National Law Application) Act 2010 ducation and Care Services National Regulations 2011: 168 **LINKS TO NATIONAL QUALITY STANDARD:**
- 4.2.1 Professional standards guide practice, interactions and relationships **KEY**

RESOURCES:

- Early Childhood Australia Code of Ethics (2010)
- United Nations Convention on the Rights of the Child (1989)
- Early Childhood Australia: www.earlychildhoodaustralia.org.au

MONITORING AND REVIEWING

Educators, staff and volunteers in the OSHC will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

Last reviewed **OCTOBER 2022**

To be reviewed every 3 years.