



# Epping Views Primary Outside School Hours Care STAFF CODE OF CONDUCT

Reviewed:	October 2019	Next Review Date: October 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	4.2,7.1.2,7.1.3,7.1.4,7.1.5,7.2.1,7.2.2,7.3.2,7.3.3,7.3.4,7.3.5	
Related Policies, regulations and laws	Code of Conduct policy, Role and expectations of educators policy, recruitment and employment of educators, volunteer and student policy. Education and Care Services National Law  Education and Care Services National Regulations. (2017).  Early Childhood Australia Code of Ethics. (2016).  Guide to the National Quality Standard. (2017).  Revised National Quality Standard. (2018).	

## PURPOSE:

Epping Views Primary School, Outside School Hours Care expects that all staff conduct themselves in such way that is professional and in accordance with the philosophy and goals of the service. Staff are expected to actively demonstrate a positive attitude towards their work, the service and the service's clients. Epping Views Primary, Outside School Hours Care requires that all staff abide by the code of conduct at all times during their interaction with children, families, community members, management and other staff.

## PROCEDURE:

- Staff shall be provided with a copy of the service's code of conduct/code of practice or code of ethics prior to commencing employment.
- Staff shall be expected to read the document and indicate that they have understood all of the conduct requirements by signing the agreement.
- Staff shall be expected to consistently uphold the agreement during their employment with the service.
- Breaches to the agreement shall be taken seriously which may result in appropriate action taken on behalf of the employer/service.