



School No: 2068 Established 1878

7.4 Role and Expectations of Staff



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC encourages the building of cohesive, qualified, motivated staff who are provided with adequate training and knowledge to enable them to discharge their crucial role as the day-to-day carers of children in Cranbourne Primary School OSHC.

Staff are expected to:

- Conduct themselves in such a way that is professional and in accordance with the philosophy and goals of the service.
- Be familiar with the Policies and Procedures of Cranbourne Primary School OSHC, the *National Quality Framework* and the *My Time, Our Place Framework*, including any changes to them.
- Be fit and proper to undertake the work for which they are engaged at Cranbourne Primary OSHC. A person is considered fit and proper if, in the reasonable opinion of the Co-ordinator (or other appropriate delegate of the Licensee of Cranbourne Primary School OSHC) they:
 - are capable of providing an adequate standard of childcare in the school age setting
 - they are of good character and suitable to be entrusted with the care and protection of children and
 - they have obtained and given a copy of a current Working with Children's Check.
- Attend and actively contribute to weekly staff meetings, to keep them informed of all matters of concern relating to Cranbourne Primary School OSHC.
- Actively demonstrate a positive attitude towards their work, the service and the service's clients.
- Be respectful, responsive and approachable during their interaction with children, families, community members, management and other staff.
- Demonstrate flexibility.
- Be a good role model.
- Be punctual.
- Not consume alcohol or be affected by it during the hours children are in their care.

Staff have a responsibility to:

- Encourage all children to develop attitudes of care and concern, cooperation, responsibility, trust and mutual respect for others
- Encourage creativity
- Reinforce positive behaviour
- Familiarise children with Cranbourne Primary School OSHC's Essential Agreement

Staff have a right to:

- Be respected
- Be treated courteously by children, parents and other staff members
- Work in a clean, safe and supportive environment
- Be valued and supported as a professional
- Be offered professional development opportunities
- Have ideas and opinions valued

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168

Quality Area 1, Element 1.1.5, 1.1.6

Quality Area 4, Element 4.1, 4.2

Quality Area 5 and 7

Relevant Policies

Employment of Staff

Staff Orientation and Induction

Staff Performance Monitoring and Management

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025