



School No: 2068 Established 1878

## 7.5 Staff Code of Conduct



### 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 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. The service 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.

### Procedures

- Staff shall be provided with a copy of the service's philosophy and goals 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

### Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.2

Quality Area 7, Element 7.1

### Relevant Policies

Employment of Staff

Staff Orientation and Induction

Staff Performance and Monitoring

### Review Information

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

