LOWER PLENTY PRIMARY SCHOOL OSH 

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CARE ● HONESTY ● ACHIEVEMENT ● RESPECT ● RESPONSIBILITY ● FUN

# ROLE AND EXPECTATIONS OF STAFF POLICY

## PURPOSE

Lower Plenty 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 Lower Plenty Primary School OSHC.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

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 Lower Plenty 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 Lower Plenty 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 Lower Plenty Primary School OSHC) they:
	+ are capable of providing an adequate standard of child care 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 Lower Plenty 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 Lower Plenty 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

## FURTHER INFORMATION AND RESOURCES

* 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

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.