

Outside School Hours Care



Staff Information Package 2016

Contact details

Huntly Primary School- 54488866

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Welcome to Huntly P.S OSHC.

Our Service provides a caring, safe environment for the children and families in our community, with a focus on professionalism and commitment to training for our staff.

This package has been designed to help you feel welcome in our service. It will provide you with guidelines and direction on your role as a staff member, detailing terms of your employment as well as service Policy and Procedures.

Staff Orientation and Induction Process

At Huntly P.S OSHC we provide all staff with a 2 hour, paid Orientation and Induction. This process is designed to help you start your job with a good background of how we operate and what we expect from you as an employee.

Staff Orientation Check List

Have you received?

- Personal Information Form**
- Confidentiality Agreement
- Tax Declaration Sheet
- Staff Handbook
- Policy and Procedure Document

Have you completed?

- Personal Information Form
- Confidentiality
- Tax Declaration Sheet

Have you been shown?

- Location of staff and children's toilets
- Location of First Aid Kit
- Telephone
- Fire extinguishers
- Whole of service and school tour
- Staff parking procedures

Have you been given an over view of our Service Policies, Handbooks and expectations?

Have you been given an opportunity to ask questions?

This form to be signed after Orientation and Induction is complete.

Form to be photocopied, original retained by Service and placed in Staff File.

Signed: _____

Date: _____

Confidentiality Agreement

(Signed copy to be photocopied and original to be retained in Staff File)

I _____ understand that my position as _____

with the Huntly P.S Outside School Hours Care, will at times, require me to be exposed to information about staff, families and committee members which could be of a confidential nature. I agree that I will not discuss this information outside the course of my role within the service, either within the work place or in any other setting.

Signature: _____ Date: _____

Huntly P.S OSHC

Staff Handbook

About Our Service

Our Philosophy

Huntly P.S Outside School Hours care Philosophy is guided by children's families and educator's input, ideas and values. Our philosophy like our program fosters children's wellbeing, development and learning through recreational experiences. Our outcomes and our school philosophy combine to guide program decision making for children and educators to reflect on and to promote children's opportunities for being, belonging and becoming.

We meet our aims by following the national Quality Framework (National Regulations, National Children's Act 2010) and by utilising information from the My Time, Our Place Framework for School Aged Children in Australia.

We believe we should:

- Provide a safe and healthy environment where we run a program of activities that promotes play and involvement for all children as well as a strong sense of wellbeing and belonging.
- Provide nutritional food and drinks, as a part of our program, to foster the children's sense of health and wellbeing.
- Build secure, trusting, caring and fun environment for children and their families by consulting with them, encouraging their involvement in the school and by role modelling fairness and respect for one another and our environment.
- Understand that each family and individual in our community is unique with their own individual interests, abilities, beliefs, customs and cultures.
- Encourage children to be involved in community groups by our support of, and genuine interest in the community.
- Show support through our school and our management to children, families and staff by providing information, guidance, training, school guidelines and Procedures and open communication systems.
- Promote through our program the importance of play where children:
 - Learn at their own pace through involvement
 - Are given opportunities to create, explore, experiment, be active
 - Practise skills
 - Interact with others whilst being engaged in various experiences.
- Ensure children have the right to be cared for in a comfortable, relaxed, safe, secure, nurturing environment.
- Provide for educators and children alike to work and play in a harmonious, happy, supportive environment where open communication is encouraged and respected and teamwork valued.
- Ensure children connect with their community through our school involvement in excursions, incursions and special events.

Our Goals

Our service is based on a number of goals:

1. For each individual child to develop an understanding of themselves and others.
 2. For each child to develop emotionally, socially, physically, culturally and cognitively.
 3. For each child to grow in independence, confidence and responsibilities.
 4. For children to participate in independent learning through self-selecting activities, enabling them to develop the skills and knowledge appropriate to developmental age and stage.
 5. For each child to feel important in all aspects of the care we provide.
 6. For staff, children and families to develop a relationship based on trust and respect.
 7. For all staff to have a genuine acceptance and respect of all the children they come into contact with.
 8. To reflect a diverse multicultural perspective and show acceptance of all people as equal.
 9. Programming that provides for individual as well as group needs and interests.
 10. Participation of our families in decisions and operations of the service.
 11. To provide information, advice and support for families, fostering a sense of community and mutual support.
 12. To reflect and re-evaluate on a regular basis all issues relevant to the operation of Huntly OSHC, through open discussions with all involved, to ensure a continuing high standard of quality care.
- 1.3 Our Licensee

Staff Employment Issues

Alcohol and drugs

Huntly P.S OSHC supports a smoke free work environment. Any staff thought to be under the influence of alcohol or drugs will be asked to leave immediately. The Principal will be notified immediately.

Cleaning

Staff are responsible for the cleaning of the rooms they use for OSHC. Tables must be wiped down each night and floors vacuumed.

Communication to Nominated Supervisor

Staff should record any phone messages, Accident/Incident reports, account queries and conversations had with parents to the Coordinator at the first possible opportunity to ensure families' needs are met promptly.

Any concerns or queries staff have should be brought to the Supervisors attention as soon as possible. In doing this discussion and action can take place immediately. Should staff have further concerns after speaking with the Supervisor they should contact the Principal, either in writing or in person.

Conversations had by the Coordinator and any member of staff will be kept strictly confidential.

Computer and Internet Use

Staff have access to a computer to use for planning and reports. It must not be used when staff member are supervising children.

The Supervisor and Principal have the right at any time to check accessing of Internet sites and usage time if there is cause to suspect computer is not being used appropriately.

Confidentiality

In order to protect children and better provide its services, the Service seeks and deals with personal and sensitive information relating to families, children and others. The Service respects the privacy of all individuals and seeks only information which it needs for these purposes and handles that information with confidentiality and sensitivity and in keeping with legal requirements.

All staff are required to sign a Confidentiality Contract. This will be inserted into Staff Information File. It is imperative that all staff maintain confidentiality and be aware of their responsibilities at all times. If staff are in doubt as to what information needs to be kept confidential they should immediately consult the Supervisor.

Staff have access to the Children's enrolment information. However, the information must be kept strictly confidential. The Supervisor will advise you of information location during employment orientation. These forms contain emergency contact numbers and names of the persons who have authority to collect the child. These are the only people who are able to take a child from the service. Reports and Observations are also filed here.

Dress Code

The professional image of our service is very important to us. Parents/guardians need to be able to easily identify staff within the program. Staff are asked to purchase a OSHC shirt to wear when working with black pants.

It is recommended that staff wear practical, casual clothes that they are able to move in. Keep in mind that activities may involve running, stretching or sitting on the floor for example. Comfortable, low-heeled, fully enclosed shoes are to be worn. So we are able to model appropriate behaviour staff must wear a hat while supervising outdoors.

Group Certificates

Huntly P.S administration will issue staff with a Group Certificate at the end of the financial year.

Inability to Work.

Staff that are unable to attend work must contact the Supervisor as soon as possible. Any changes to the staff roster must be approved by the Supervisor

Leaving Employment

Casual staff can give 1 full day's notice. Huntly Primary School would appreciate as much notice as possible so that there is minimal disruption to the Service, families and children.

Personal Items

Provisions are made for the safe storage of personal possessions. The Supervisor will inform staff of this upon commencement of employment. Staff are urged not to leave valuables out in the open.

Policies and Procedures

Huntly P.S OSHC has an extensive Policy and Procedure manual which reflects the Philosophy and Goals of our service. This manual is a large document, which will be made available to you. For easy referencing a copy is kept on the Parent information board.

A copy of the policies is given to each staff member.

Roles and Expectations of Staff

The Service 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 the children at the service. To that end:

☑☑Copies of relevant legislation pertaining to School Age Care are kept in the service for staff to reference.

- Staff are expected to familiarise themselves with all Policies and Procedures including the Staff Grievance Policy and conduct themselves accordingly.

- Staff should inform the Supervisor of any circumstances that may affect their employment status or if they require clarification about their role or employment provisions.

Staff Code of Conduct

Staff should:

- perform their duties with professionalism, and integrity, & effectively and efficiently serve the parents and children who use the service, and other persons they have dealings with.

- Follow Policies and Procedures of the Service at all times.

- show fairness and equity in all dealings, including dealings with children, parents and other caregivers.

- not mistreat other persons, including all forms of intimidation and harassment.

- not allow personal relationships, both inside and outside the work environment, to adversely affect their work performance or that of other employees.

- not consume alcohol on duty, or allow consumption of alcohol or drugs to adversely affect their work performance or official conduct.

- ensure all facilities and other resources are used for their proper purposes and with due care and maintenance.

obey any lawful direction given by Coordinator or Management. Where on reasonable grounds a caregiver believes that the direction is improper or illegal, the caregiver should refer the grounds for objection to the appropriate person/s.

- understand and support the efficient and effective achievement of the service's philosophy and goals.

- adhere to the highest standard of professional competence, integrity, confidentiality and honesty

- not make derogatory remarks about other child care services to parents, as they have the right to choose freely.

Staff Grievances

Everyone using the Service has the right to comment on, complain about or appeal any action or decision of the Service that has an impact on service delivery. Staff grievances can be in the form of verbal or written and addressed to the Supervisor. If the staff member has a grievance with the Supervisor then the written grievance must be addressed to the Principal.

Staff grievances (including those of volunteers) are respected and treated fairly, and with a genuine desire to resolve grievances where ever possible.

Telephone and Private phone use

Any messages should be noted in the diary and/or handed to the Supervisor as soon as possible.

Staff may use the Service phone for personal use in the case of emergencies. Personal mobile phones should not be used during work hours, including the sending and receiving of text messages.

Time Sheet

Staff are required to record their start and finishing times daily and must ensure they sign their time sheet prior to the end of the pay period. Time sheets are located in the office. Staff are paid fortnightly by cheque.

. The Supervisor will check all hours worked by each staff member as per the roster before sending the timesheets off to the Office.

Training and Professional Development: Monitoring Staff Qualifications.

All staff must have current First Aid and updates will be provided for all staff once a year. Huntly P.S OSHC will pay for the training modules.

Staff will be expected to undertake some Professional Development training throughout the year. Topics for

this training will be discussed by staff and management. Staff will be paid to attend this training.

Staff are required to attend a monthly staff meeting at the service if possible. These meetings are held at 2:00pm pm on the 3rd Thursday of each month unless otherwise notified, at the service. Minutes are taken and meetings will take approximately 1 hour.

Staff are encouraged to pursue activities that help them develop professionally. The Supervisor will make available information regarding, age appropriate workshops and conferences. Staff should also feel free to present any ideas they have for training avenues.

Workers Compensation

Staff must notify Supervisor immediately if they are injured at work. An accident form must be completed. See your doctor as soon as possible.

Conditions for receiving workers compensation are as follows -

- You have suffered and injury or contracted a disease which is work related
- Work has contributed to the aggravation or deterioration of a previous injury or condition
- The injury occurred during a work related journey or when absent during an authorised break period
- The injury resulted in total or partial incapacitation, the need for medical, hospital, or rehabilitative treatment, or the permanent loss of, or use of, a limb or faculty.

If a compensation claim is disputed -

Workplace, Health and Safety

.Our aims are to:

- Make the workplace safe and without risk to the health and safety of any person
- Ensure the safe use, handling, storage or transport of chemicals
- Provide information, instruction, supervision and training to staff members
- Ensure safe systems of work are in place eg hygiene practices, safe use of equipment
- Ensuring children, parents, visitors and members of the public are not exposed to workplace activities which may present risks to their health and safety
- Where necessary, establish directions and procedures for volunteers, parents and members of the public to ensure health and safety.

(MSDS Sheets) Chemical data sheets are kept on chemicals used within the service, this MSDS can be found on the parent information board.

Staff are instructed to report defects they may notice to the Coordinator immediately. These defects will be passed on to the Workplace Health and Safety Officer immediately.

Huntly P.S OSHC has a Emergency Management Plan in which staff need to read.

All staff are encouraged to wear covered, appropriate shoes during work time.

Fire equipment is serviced by a registered person every six months.

Caring for our Children

The Rights of Children

The United Nations Declaration of the Rights of the Child affirms that all children are entitled to:

- the enjoyment of the rights mentioned, without any exception whatsoever, regardless of race, colour, sex, religion or nationality;
- special protection, opportunities and facilities to enable them to develop in a healthy and normal manner, in freedom and dignity;
- a name and nationality;
- social security; including adequate nutrition, housing, recreation and medical services;
- special treatment, education and care if handicapped;
- love and understanding and an atmosphere of affection and security, in the care and under the responsibility of their parents whenever possible;
- free education and recreation and equal opportunity to develop their individual abilities;
- prompt protection and relief in times of disaster;
- protection against all forms of neglect, cruelty and exploitation;
- protection from any form of racial, religious or other discrimination, and an upbringing in a spirit of peace and universal brotherhood.

Accident, Illness and Trauma

The Service proactively strives to avoid injuries occurring at the Service, and to minimise the impact of injuries, illnesses and traumas by responding appropriately and as quickly as possible, to all injuries, illnesses and traumas.

The rights and responsibilities of parents with respect to injuries to and illnesses of their children is acknowledged and will be taken in to account in administering all procedures. See Incident Injury, Trauma and Illness, Policy.

The Supervisor will inform staff as to the location of the First Aid Kit during employment orientation. The First Aid Kit is regularly checked and restocked however, should staff noticed that supplies are low they should relay this information to the Supervisor.

A record is kept on each child's medical conditions and allergic reactions to any form of medication. Staff need to be aware of the need for confidentiality of information regarding the health and treatment of any person.

First Aid treatment can only be administered by a qualified person. Staff are encouraged to bring copies of their First Aid qualifications for their files at the service.

Staff are to ensure -

- Treatment is administered as per first aid manual
- They are aware of child's medical history before administering any treatment
- Moist skin conditions and abrasions are kept covered unless directed otherwise by parent
- All accidents and injuries are reported to the Supervisor immediately
- A record of any injury and treatment is maintained by completing an Accident Report Form
- Children with ice packs are required to stay inside the room so they can be monitored - no ice packs are to be taken outside
- Staff must ensure that they fill out an Accident Report Form when administering any first aid

Staff are to ensure -

- They wash their hands before and after administering First Aid treatment
- Disposable gloves are worn at all times
- Waste bin is emptied daily

Arrival and Departures:

Children must be signed in by a staff member and signed out by an authorised person each night. The staff will not permit children to leave the Service unaccompanied unless written authorisation detailing time of departure indicating a release of Duty of Care. If children who are booked in to the Service for care have not arrived within ten minutes of expected arrival, parent/guardian will be contacted on the numbers provided

Staff should always be aware of adults entering the room or activity area they are supervising and make effort be able to recognize all parents

.Refer to child's enrolment form and ask for photo ID if there is any doubt.

If staff are at all unsure whether or not to authorize collection of children they should consult the Supervisor immediately.

Communication with Parents

The Service encourages communication with and participation by the parents/guardians because it enhances the service we provide. Parents are welcome to attend the Service or talk to staff during operation. We encourage parents to voice any concerns in a way that will assist us to provide a better service.

Staff should only inform parents of behaviour difficulties after consultation with the Supervisor, it is extremely important that the Supervisor is aware of information given to parents so they are appropriately equipped for any further communication with the family.

Parents should be shown kindness, support and respect. Staff should always acknowledge parents with a welcoming smile and make themselves available when needed. Effort needs to be made by staff to get to know all parents who access the service

Emergencies

The Service adopts a proactive approach to ensuring that staff and children are aware of, and understand, evacuation and other emergency procedures.

Personal safety and security of children, staff and volunteers (all persons on the premises) are of prime importance whilst in attendance at the Service. The Service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping staff and children with sound knowledge of them.

See Emergencies Policy.

The Coordinator will demonstrate the emergency exit route to staff during employment orientation and advise the location of fire extinguishers. Exit Plans are displayed around the door, staff should remind themselves regularly. A Emergency Management Plan is displayed on the Parent Information wall.

Your responsibilities:

- Memorise the exit plan
- Ensure fire escape routes remain clear and free of any obstructions

Drills are conducted each term; staff should treat each drill as reality and convey the seriousness of such situations to the children. After each drill staff should communicate and evaluate areas to be improved or difficulties faced

Staff are to ensure -

- At the first sign of danger they report to Coordinator – do not leave children unattended. Coordinator or Assistant Coordinator will sound alarm and/or ring warning bell continuously and notify fire brigade, police and ambulance if time permits.
- They STOP PLAY IMMEDIATELY on hearing the alarm

- All children in supervised area are clear from danger
 - They check toilets in supervised area
 - Children are directed and assisted to move quickly and quietly to allocated area on oval by the shortest, safest route
 - Children are assembled on school oval and seated immediately
- Children are kept confined to the area until Coordinator has checked roll and established that all persons are accounted for.

Hats/Sunscreen

Hats and sunscreen are to be worn by both students and staff during term 1 and 4 when outside.

Medication

In the interests of health and wellbeing of the children, the Service will only permit medicines to be given to a child if a medical practitioner prescribes the medicine, and it is directed in writing by the medical practitioner to be administered during operational hours

Staff must be aware of the recording process for medication administration. Staff should never give children any medication without consultation with the Coordinator. Effort should be made by staff to familiarize themselves with children who have ongoing, self administered medication such as Ventolin or Insulin.

Programming.

A variety of supervised activities will be programmed for each day (eg. cooking; painting; clay work; crafts; music; outdoor activities). Opportunities for unstructured and quiet play will also be provided, including areas for children to withdraw from all activities. Our aim is to provide activities that develop for each child's social, emotional, lingual, physical, intellectual, social, creative and recreational potential and that are developmentally appropriate. The program seeks to foster self-esteem and confidence in children by including their own ideas into the planning and providing experiences that encourage children to negotiate and cooperate in small groups. Planned activities are also designed to reflect the multicultural and multilingual nature of our community

In order to ensure that its programs are effective to deliver the values, aims and objectives of the Service, the service regularly evaluates the structure, process and content of its programs, actively seeking feedback from parents and children via the suggestion box.

Structured indoor/outdoor activities and cooking experiences are programmed weekly. Staff are assigned to lead activities but the number of staff supervising depends on how many children choose the activity. Notes of children's suggestions, interests and needs are taken into consideration when programming. Staff keep records of observations and evaluations of the programme. The activity leader may choose to group the children separately and delegate duties to other assisting staff to ensure children enjoy the session in a controlled, well supervised area. Teamwork is essential; staff may like to take a moment to discuss the plan before the activity begins

School Rules

We follow the school rules with regards to lay grounds; no climbing trees, and no children to wander around school grounds unaccompanied

Supervision

All staff qualifications and child/staff ratios are in accordance with or better than the guidelines set in the Education and Care Services National Regulations. Children are actively supervised by at least 2 adults at all times to ensure that they are protected from harm

.In setting staff ratios:

- There will be a maximum of 15 school age children to every 1 staff member
- There will be a maximum of 8 school age children to every 1 carer for excursions
- There will be a maximum of 5 school age children to every 1 carer for swimming

· For School Age Care there shall a all times be at least 2 adult staff members. Staff should know which children are in their group and move amongst them throughout the activity area. You are ultimately responsible for the supervision of your designated area.

- Do not leave area un-supervised - get another staff member to relieve if required
- Position yourself as to give full view of area supervising
- Do not allow outside distraction or interaction with children effect your supervision
- Be conscious of hazards and continuously asses the possible risk of injury
- Report any accident or incident to the Coordinator immediately
- Enforce centre's code of behaviour in a fair, but firm manner
- Ensure children have no contact with outside persons
- Implement activities and encourage participation from all children
- Ensure children show respect to persons and property
- Encourage children to respect flora and fauna - do not let them remove from location
- At all times the rules should be enforced, make no exceptions.
- Allow only safe, fair play
- Staff should lead by example and show consideration and respect for others.
- Remember to participate with the children, as this is the best way to watch them as well as build a relationship based on trust.