

CODE OF CONDUCT

Ruby & Ollie's – Out of School Hours Care

AIM:

Our goal is to provide the highest possible standard in a Service. In order to achieve this all Educators are expected display the following qualities and behaviour. A condition of employment is that each Educator conducts themselves in accordance with the Code of Conduct.

METHOD:

The Code of Conduct outlines expected behaviours for all employees. Ruby and Ollies will conduct its business fairly, professionally, in an ethical and proper manner, and in full compliance with all applicable laws and regulations. In conducting its business, integrity must underlie all company relationships, including those with customers, suppliers, communities and among employees. The highest standards of ethical business conduct are required of all our employees in the performance of their company responsibilities. Employees will not engage in conduct or activity that may raise questions as to the company's honesty, impartiality, reputation or otherwise cause embarrassment to the company.

In relation to the Children

- Always be aware of the children's needs
- Respect the children's individual needs
- Treat children with care and affection
- Make children's welfare and safety your utmost priority
- Provide children with a loving and nurturing environment

In relation to the Parents

- Always greet and acknowledge parents
- Treat parents with courtesy and respect
- Be sensitive to cultural and environmental issues
- Promote open and regular communication

In relation to the Co-workers

- Always treat peers with respect and courtesy
- Communicate openly and honestly – never gossip
- Promote teamwork – look out for your team members
- Always look to help and support your team members
- Don't expect someone else to do it – do it yourself and encourage others to do the same
- Always consider how your actions and behaviour impact your team members

In relation to the Centre

- Always act in a professional manner
- Remember - the parent is our customer
- Respect your work environment and equipment – treat it as your own
- Provide open and honest feedback and ideas
- Be open to new ideas and change
- Do not discuss the centre in a negative light

CODE OF CONDUCT

Ruby & Ollie's – Out of School Hours Care

Employees will ensure that:

- They do not engage in any activity that might create a conflict of interest for the company or for themselves individually.
- The staff member will not be at the centre under the influence of alcohol or drugs of any sort.
- Staff will carry out their work in a professional and ethical way
- Without exception, they will comply with all applicable laws, rules and regulations.
- They will promptly report any illegal or unethical conduct to management or other appropriate authorities (i.e., Ethics, Law, Security, EEO).

All employees need to be aware that failure to comply with the above dot points may result in instant dismissal at the Manager's Discretion. Every employee has the responsibility to ask questions, seek guidance and report suspected violations of this Code of Conduct. Retaliation against employees who come forward to raise genuine concerns will not be tolerated.

Communicating Policy to Families, Children and Team Members

Information relating to the Code of Conduct Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

EDUCATORS TO EDUCATORS COMMUNICATION

Ruby & Ollie's – Out of School Hours Care

AIM:

To create and maintain a friendly working environment and to have positive interactions between Educators.

METHOD:

- Greet fellow educators in a warm and friendly manner.
- Have regular discussions throughout the day.
- To communicate openly.
- To listen and respect each other's opinions and ideas.
- Conduct frequent educators meetings that allow educators to interact and share knowledge and experiences.
- To provide support and assistance to each other, particularly during difficult situations
- Educators should be encouraged to share positive things about each other whenever possible.
- Educators should discuss any highly confidential or serious problems directly with the Service Leader / Human Resources / Approved Provider.
- Avoid making judgmental comments about other educators.
- Address issues, concerns and problems as they arise and be honest with each other.
- Always be caring and supportive.
- Educators are encouraged to listen to each other to broaden their individual outlooks, and encouraged to share their experience and knowledge with each other.
- Educators are not to pass judgment on another educator's work or personal life
- Under no circumstance, is any form of bullying or isolation of another staff member considered acceptable. This is a serious issue and will be dealt with by the Director and Manager.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators to Educators Communication Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS APPRAISALS

Ruby & Ollie's – Out of School Hours Care

We are committed to providing support and ongoing professional development of all Educators through the implementation of an Educators appraisal process.

AIM:

The Educators appraisal is both an opportunity for self-assessment and a means of formalised feedback to individuals. All regular Educators will participate in the Educators appraisal process, which is completed in conjunction with the Service Leader. The process aims to identify individual's strengths and areas that need further development.

METHOD:

A 12-month plan will be created with the Educator that will include objectives and strategies to assist Educators in meeting their goals. After the initial appraisal, all Educators participate in the appraisal process every 12 months. The initial appraisal is completed 6 months after appointment.

Procedure

- The appraisal of a Service Leader will be completed with the Approved Provider
- The appraisal of all other Educators will be completed with the Service Leader / Human Resources / Management.
- Each Educator will be given the appraisal form relevant to their position to complete including relevant comments in each section one week before the meeting with the Service Leader
- The Educator meets with the Service Leader and/or their delegate at a scheduled time to discuss the forms and complete a final appraisal form together.
- At the meeting the Service Leader and educator will go over the forms and either party can raise any issues.
- Crucial to the process is the completion of objectives and strategies for the "Plan for Future Development".
- Where there is not a consensus, then the Service Leader with the educator will highlight the areas or points of non-consensus. (See below for further action for non consensus)
- The Service Leader and the Approved Provider will assist educators in achieving their plan of development.

Non-consensus

For any points or sections in the appraisal form where consensus is not reached a record of both parties' comments shall be recorded.

For non-consensus points on any educator's appraisal form, the Manager will discuss the non-consensus points or sections during the next scheduled visit with the Service Leader and the Educator. A copy of this appraisal should be given to the educator and a copy needs to be kept on file at the centre.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Appraisals Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS COMMUNICATION

Ruby & Ollie's – Out of School Hours Care

AIM:

To maintain effective and appropriate channels of communication between all Educators.

METHOD:

Educators may exchange information via the following channels

- Educators meetings – discussions of any problems, new ideas etc.
- Informally – discussions of routines, individual children etc.
- Educators communication book
- Emails to staff reminding them of upcoming events, rosters, policy feedback etc.

Educators should discuss any highly confidential or serious problems directly with the service director.

Educators will be required to share necessary information with other educators by documenting it in the educators communication booklet provided. If possible it should be done on a daily basis.

- If Educators are experiencing small issues with their co-workers, they need to discuss this with the person directly. It is a breach of the confidentiality agreement for educators to talk to other educators or parents in the centre.
- If the educators cannot sort out their grievance, they need to go to see the Service Leader of the service and the Service Leader will gather both sides of the story. If the educators need to be reprimanded for their behaviour, it will be done in a confidential and professional way.
- The Service Leader will inform the Approved Provider of the grievance and if the Approved Provider feels that he / she needs to get involved, he / she may organise a meeting with the educators involved.
- Under no circumstances should educators go above the Approved Provider, unless this process has already been followed and there has been no positive outcome for the educators involved.

Educators gossiping about the centre or about other educators or families at the centre is also not tolerated. This also applies to relief educators and may result in a reprimand and possible loss of work.

The above measures are necessary to ensure that the service Service Leader be kept across all relevant issues, and is given the opportunity to effectively manage any educators or parent concern. This cannot be achieved if educators or parents are receiving a variety of information from different sources.

Educators should show respect for other members of the educators team, and value their different attitudes, opinions and beliefs. Educators are encouraged to listen to each other to broaden their individual outlooks, and should be encouraged to share their experiences and knowledge with each other.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Communication Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

Policy Review Statement

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EDUCATORS GRIEVANCE

Ruby & Ollie's – Out of School Hours Care

AIM:

To deal with complaints regarding the service or Educator in a mature manner and with a mutually agreeable resolution wherever possible.

REASON:

All educators have a right to complain and voice their opinions. It is management's aim to maintain open communication with other educator and ensure the team functions effectively.

METHOD:

- In the first instance, educators need to deal directly with the person they are having the grievance with. It is a breach of the confidentiality agreement for educator to talk to other educator members or parents in the centre about any issues they have with another educator.
- If the Educator members cannot sort out their grievance, they need to go to see the Service Leader of the service and the service leader will gather both sides of the story. If the educator needs to be reprimanded for their behaviour, it will be done in a confidential and professional way.
- The Service Leader will inform the Approved Provider of the grievance and if the Approved Provider feels she needs to get involved, she may organise a meeting with the educators involved.
- If the Grievance is an ongoing issue that the Service Leader and Approved Provider have not been able to resolve, the Approved Provider will organise an external Human Resource person to come in and follow their process. This process will then be documented and a copy will be given to all relevant parties
- Under no circumstances should an educator go above the Approved Provider, unless this process has already been followed and there has been no positive outcome for the educator involved.
- Where a complaint is alleging that a serious incident has occurred or is occurring while a child was or is being educated and cared for by the approved education and care service or that the National Law had been contravened. The approved provider will notify the Regulatory Authority within the required prescribed times.

Where appropriate issues may also be discussed in educator meetings, room meetings or individually, with the Service Leader and either verbally or in writing. The Service Leader will document all grievances and written warnings which may result as part of this process. The Service Leader will ALWAYS inform the Approved Provider of educator issues as they arise.

Positive educator interactions and good communication ensure these grievances can be dealt with in a professional manner and lead to positive results.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Grievance Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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AIM:

To minimise health risks to children and other educators at the centre

METHOD:

Educators will observe the procedures relating to health and hygiene in regards to the following:

- Personal hygiene and cleanliness.
- The implementation of safety precautions such as use of gloves during food handling, toileting.
- Notification should be provided regarding any communicable diseases, or other health issues (both physical and mental). Our procedures present an in-depth view on the strategies used to minimise cross infection and maintain a safe play space.
- Educators working in the Early Childhood Education and Care field are considered to be at occupational risk of acquiring a vaccine-preventable disease. Team members are to provide an up to date record of their Immunisations on commencement of employment and provide updates where this changes. We encourage all team members to be vaccinated. Recommended vaccinations can be sourced at;
<https://www.qld.gov.au/health/conditions/immunisation/occupational/index.html#children>

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Health Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS IMMUNISATION

Ruby & Ollie's – Out of School Hours Care

AIM:

To protect and to promote the health and the personal choices of the centre's **children, parents** and **Educators**.

REASON:

Immunisation is a simple, safe and effective way of protecting babies, children and adults against certain diseases. These diseases often spread quickly and can break out at any time. Immunising a child not only protects that child but other children and adults as well. This is achieved by increasing the general level of immunity and decreasing the spread of infection.

METHOD:

- Educators working in the Early Childhood Education and Care field are considered to be at occupational risk of acquiring a vaccine-preventable disease. Team members are to provide an up to date record of their Immunisations on commencement of employment and provide updates where this changes. We encourage all team members to be vaccinated. Recommended vaccinations can be sourced at; <https://www.qld.gov.au/health/conditions/immunisation/occupational/index.html#children>
- The Service Leader / Human Resources will keep a register of what immunization they have had and also what communicable diseases they had
- Educators will be notified of an outbreak of an infectious disease verbally and via written notices

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Immunisation Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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Sourced

Health & Safety in Children's Centres: Model Policies & Practices 2003, 2nd Edition Revised.
Staying Healthy in Child Care, Fifth Edition

PERSONAL CARERS LEAVE / SICK LEAVE

Ruby & Ollie's – Out of School Hours Care

AIM:

To ensure that all educators, children and the environment are as healthy as possible during periods of sickness.

REASON:

To ensure that all Educators are aware of their responsibilities in relation to taking personal leave, their reporting requirements, and their entitlements under the award conditions.

METHOD:

- Personal leave allocations are as per the National Employment Standards, unless stated in an individual's employment contract. **After having more than 2 days in a row** off for personal/carer's reasons, **a Doctor's certificate or statutory declaration is required**. After an Educator **takes 3 single days off sick (in a 12 month period)**, the Service Leader can also request a **Doctor's Certificate for each single day of leave** after that. If you take a personal day which is followed by a weekend, or is "preceded" by a weekend you will also be required to bring in a Doctor's Certificate for those days. If you work a part time role, where you have one day a week off work, and the sick day falls either side of this, **you will be required to provide the Service Leader with a Doctor's certificate**.
- Educators who are obviously ill and contagious are expected to stay away until no longer infectious. If taken ill unexpectedly, it is important to contact the service a minimum of 2 hours prior to your shift commencing, or as early as possible, as this enables relief Educators to be organized for your shift. If you are on the opening shift and are physically able to come in to the centre to open up and find someone to replace you, it makes it much easier than calling someone at 5am to start phoning relief Educators. Once your shift is covered, and the relief person has arrived, you may leave the centre.
- Educators need to make the nature of their condition clear to the Service Leader and indicate if they require more than 1 day sick leave. Educators are required to phone the Service Leader / Human Resources **before 12pm on the day before they are due to return to work, to confirm their return, (texting is not an appropriate form of communication)** so that rosters can be organised for the following day.
- If an Educators incapacity extends to more than seven (7) days they are required to notify the Service Leader once a week of the continuing incapacity.
- All Educators need to apply for leave for both personal and annual leave, and it will be approved or rejected by the Service Leader.
- If an Educator is returning to work after suffering from an infectious or contagious disease or illness a clearance from their doctor will be required.

Communicating Policy to Families, Children and Team Members

Information relating to the Personal/Carers Leave Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS MEETINGS

Ruby & Ollie's – Out of School Hours Care

AIM:

All Educators are encouraged to contribute to the decision making process of Ruby & Ollie's -OSHC Educators **meetings are compulsory** for all Educators; these meetings are paid in accordance with the Childcare Modern Award.

METHOD:

- This service uses Educators meetings as a forum for introducing and evaluating policies, informing educators of in-service options, and providing educators with the opportunity to share their expertise on quality matters to further develop the service and for professional/personal Development
- The service will also take this opportunity to deliver further training to educators on an 'as needs basis'.
- At each monthly meeting, the Service Leader will set aside time to discuss the National Quality Standards, and as a team, the Educators will discuss areas which they feel need improvement and how these can be achieved.
- An agenda will be sent out prior to the meeting and Educators will be encouraged to contribute to the meeting. The purpose of this agenda is to allow educators time to think about what will be covered in the educators meeting.
- Periodically educators will be asked to conduct internal reviews of policies and quality areas and to present their findings back to the others.
- Minutes of the meetings are taken and kept on file, and they will also be emailed to all staff, including those not able to attend the meeting. These minutes record the decisions made, areas discussed and the actions required.
- WH&S is discussed each meeting and is a permanent fixture on the meeting agenda.
- If you are unable to attend an educators meeting, you will need to speak with the Director prior to the meeting, and you will be required to meet with the Director to de-brief after the meeting.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Meetings Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and service etc.

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ROLES & EXPECTATIONS OF EDUCATORS

Ruby & Ollie's – Out of School Hours Care

AIM:

We are committed to employing motivated and qualified educators. We provide them with adequate training and knowledge to enable them to discharge their crucial role as the day-to-day carers of children at the service. They are given clear job descriptions and performance expectations.

Educators participate in the decision making processes used in the centre including policy and procedure review and development, centre changes and programming. This is done through educator's meetings, policy review forms, educators communication book and room meetings.

METHOD:

- The centre shall require that all persons employed (whether they are paid or as volunteers) in the service are fit and proper to undertake the work for which they are engaged in the centre, and have a current suitability card.
- The Service Leader shall ensure that educators are fully informed of the Policies and Procedures of the centre, including all changes to them, by providing an educators handbook and appropriate forums for educators to provide feedback and ideas to the coordinator for the ongoing improvement of the service.
- The Service Leader shall ensure that there is an up-to-date copy of the Education and Care Services National Regulations and Law Act available at the centre for reference by the educators and that educators are made and kept aware of its relevance and application to them.
- Educators will not be permitted to consume alcohol or drugs, or be affected by it during the hours children are in their care.
- Educators who require regular medication will hold a medical certificate that confirms their ability to care for children.

Communicating Policy to Families, Children and Team Members

Information relating to the Roles & Expectations of Educators Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS RECRUITMENT & EMPLOYMENT

Ruby & Ollie's – Out of School Hours Care

AIM:

To ensure the service acts in accordance with best management practice in all stages of Educators recruitment and employment.

REASON:

The educators employed at the service are some of the service's greatest assets and constitute a considerable responsibility to the service provider

METHOD:

- Selection criteria for educator's vacancies should acutely reflect the needs of the service community. This includes searching for educators from the cultural and linguistic backgrounds of children at the service if required.
- The interview panel should comprise of the Service Leader and/or Approved Provider. Participants in the recruitment process should declare any conflict of interest that may affect educator's selection.
- The aim of the process is to ascertain their individual skills and experience and how these reflect the needs of the centre. The process should be as welcoming as possible to the applicants, while also ensuring that the centre's need for relevant information is met.
- Principles of Equal Employment should be reflected at every stage of the recruitment process.
- Before an offer of employment is made, at least two of the applicant's referees should be contacted to verify the applicant's suitability for the position.
- A trial period of six months should be offered. After that time the applicant's performance will be reviewed.
- A letter of appointment should be given to the successful applicant. This letter should state:
 - the position
 - terms and conditions of employment
 - Educators must follow the responsibilities and duties of the job descriptions and shift responsibilities. These may change to meet the changing needs of the Service, but Educators will be consulted and notified of these changes.
 - This letter must be signed by both parties and a copy given to both parties.

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Recruitment and Employment Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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EDUCATORS ROSTER AND LATE OR NON ARRIVAL OF EDUCATORS

Ruby & Ollie's – Out of School Hours Care

AIM:

- To provide continuity of care to the children in the centre.
 - To meet the child to Educators ratio requirements set by the licensing regulations.
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METHOD:

- The Educators roster is designed so that a minimum of two educators are on site each day to ensure educator to child ratios are adhered to and breaks covered.
- Educator's arrival and departure times will be rostered according to child numbers so as to maintain minimum ratios at all times. ie: Educators hours are staggered at the beginning and end of each day.
- Rosters are Monday to Friday. Usual business hours are 7am to 6 pm.
- Evenings and Weekends are also available for In home Care – these shifts are only rostered in consultation with the Educator.
- Educators are to notify the Service Leader if they are going to be late / not arrive.

If an educator is late or does not arrive for their rostered shift without any notice, then disciplinary actions will take place, depending on the severity of the issue and how often it has happened this could lead to termination depending on the circumstances

Communicating Policy to Families, Children and Team Members

Information relating to the Educators Roster and Late or Non Arrival of Educators Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

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PREGNANCY WHILE WORKING IN EARLY EDUCATION

Ruby & Ollie's – Out of School Hours Care

AIM:

The service is committed to providing a safe and healthy workplace for all employees including pregnant educator/staff. The Service understands that pregnancy can bring many changes to women's ability to manage certain types of work, particularly in the later stages of their pregnancy. The service will therefore work with all employees to negotiate a support working environment that will assist them to be healthy and productive members for the workforce.

The service will inform staff of risks of potential infectious disease and Healthy Safety issues.

The following infectious diseases pose a risk to pregnant childcare workers:

Rubella.

Varicella (chickenpox)

Cytomegalovirus (CMV)

Parvovirus B19 (Slapped cheek syndrome)

Toxoplasmosis

Rubella

Rubella is a vaccine-preventable disease that usually causes mild illness in children. However, if expectant mothers are infected during the first 20 weeks of pregnancy, their babies may have severe birth defects. This risk is highest in early pregnancy.

If non-immune mothers catch rubella in the first 10 weeks of pregnancy, their baby will have up to a 90% chance of having rubella-associated problems. Defects are rare if the mother is infected with rubella after the first 20 weeks of pregnancy.

Anyone who works with children should be immunised against rubella, or be certain that they are immune to rubella by having a blood test. We recommend this to all Educators.

Toxoplasmosis

Toxoplasmosis is a disease caused by a parasite. The disease can result in birth defects. If the mother becomes infected during pregnancy, the parasite can pass through the placenta to the developing baby.

There is no risk to the baby if the mother has had the disease before—a blood test will show if the mother is immune. If the mother is not immune, consider strategies to minimise the risk of infection, including regularly performing effective hand hygiene, washing and peeling fruit and vegetables before eating, and wearing gloves when gardening. Toxoplasmosis can be spread by cats; non-immune mothers should avoid contact with cats whose feeding history is unknown, and they should not clean cats' litter trays. Educators and other staff have the same risk of contracting toxoplasmosis as other people.

Chickenpox (varicella)

Infection with chickenpox in the first three months of pregnancy may damage the unborn child. Pregnant women who are exposed to chickenpox at any stage of the pregnancy should see their doctor as soon as possible. If the woman does not already have antibodies against chickenpox, the doctor will give an injection of antibodies (known as varicella zoster immunoglobulin, or VZIG). Most people have had chickenpox as a child and will not get it again.

Chickenpox is a vaccine-preventable disease; however, chickenpox vaccination is not recommended during pregnancy, and pregnancy should be avoided for one month after having a chickenpox vaccination.

PREGNANCY WHILE WORKING IN EARLY EDUCATION

Ruby & Ollie's – Out of School Hours Care

Cytomegalovirus (CMV)

CMV infections can cause serious birth defects, the highest risk to the unborn child is during the first half of the pregnancy, especially for women who have not previously been infected with CMV. CMV infection occurs in 1% or less of pregnancies and of these cases, less than 10% of babies are likely to have severe illness.

CMV can spread through infected urine and saliva. Women of childbearing age working with young children should pay particular attention to good hand hygiene after contact with body secretions, especially after changing nappies or assisting toilet care.

Parvovirus B19

Infection with human parvovirus B19 generally causes a mild illness. However if a pregnant woman is infected, the virus may be transmitted to her unborn baby. In less than 5% of these cases, the virus may cause severe anaemia (low red blood cell count) in the baby, resulting in miscarriage. The risk of miscarriage is highest if the mother is infected during the first half of pregnancy. Babies who survive if the mother is infected do not have birth defects.

More than 50% of women will have already had the infection and developed immunity – these women and their unborn babies are protected from infection and illness. Pregnant women who are not immune should consider strategies to reduce their risk of infection, including regularly performing effective hand hygiene.

METHOD:

Occupational Safety & Health

- Where there is an identifiable risk associated with a pregnant educator/employee's work, the Service Leader will consult with the employee to examine how the work can be modified to eliminate or minimise the risk.
- The employer will maintain current information about their occupational safety and health responsibilities to their employees and where practicable, maintain a safe workplace for all employees
- The employer will request and keep an Educator Immunisation Record of current immunisations all educators/staff employed at the service.
- In regards to infectious disease, the employer will alert all educators/staff to the potential risks to health that may arise through their employment at the service. Female educators will be advised they should have their immunity to Rubella, Measles, Chicken Pox and Cytomegalovirus (CMV) infections tested well before planning pregnancy.
- Educators/Staff will be given an information sheet on CMV when they let the Service Leader know they are either trying to fall pregnant or are pregnant
- As there is no immunisation against CMV, should an educator who is planning pregnancy be found to be seronegative (non-immune), they should discuss this with their direct to identify measures that will minimise any risk potential during pregnancy. This will include increased vigilance in ensuring universal hygiene procedures are followed. The educator will also be moved if they are currently working in the nursery or Toddler room.
- We will endeavour to control the risks associated with each of these infectious diseases by implementing and maintaining good hygiene practices in the Service. Very importantly, good Hand washing procedures need to be encouraged and practiced by all staff and children. However, for diseases which are vaccine-preventable, this is considered the best control measure. Each disease will be discussed in brief below.

Employee Responsibilities

- It is necessary that employees inform the employer of their pregnancy as early as possible so that any potentially adverse risks can be averted, and alternative arrangements made if necessary.
- Pregnant employees have an obligation to inform the employer in writing of the expected date of birth and the intention to take parental leave including the dates on which the employee wishes to start and finish the leave.

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- If the employee wishes to continue working past 6 weeks prior to the expected date of birth, they are required to provide a doctor's certificate confirming they are fit, and able to continue to work
- The service requires that pregnant employees raise any difficulties that they are experience in regards to performing their duties at the service, so that potential risks to health can be avoided and quality care maintained.
- Employees have a responsibility under Occupational Health & Safety legislation to take reasonable care to protect themselves (and others) in the workplace. This includes cooperating with the employer on health and safety matters, such as taking appropriate precautions to avoid health risks during pregnancy.

Employer Responsibilities

- The employer will maintain current information about their industrial responsibilities to their employees included in the Fair Work Act, the relevant industrial award and will be registered for the Paid Parental Leave Scheme.
- The employer will be as flexible as possible, within the constraints of the education and care workplace, to ensure the special needs of pregnant employees are considered and options to address their needs implemented wherever possible. This may include all or some of the following, depending on the specific needs of the individual:
 - Review the employees duties and negotiate alternative duties where this is necessary
 - Review work practices in conjunction with the educator/staff team, to address specific issues for pregnant employees i.e manual handling aids or support from other educators/staff; ability to set up heavy or awkward equipment; appropriate seating; toilet breaks; heat intolerance; review aspect of universal hygiene procedures.
 - Seeking the cooperation of the educator/staff team to be flexible and supportive of the pregnant employee
 - Review educators rosters to accommodate health issues such as morning sickness, increased fatigue, ante-natal visits, doctors appointment etc
 - Consideration given to educators/staff wearing uniforms.
- The employer must inform the replacement employees engages as a result of an employee taking maternity leave of the temporary nature of the employment and the rights of the employee being replaced to return to work

Returning to work after Maternity Leave

- The employee is required to take a minimum period of 6 weeks leave after giving birth, before returning to work.
- The employee is required to confirm her intention of either returning to work or extending the period of parental leave in writing to the employer not less than four weeks prior to the expiration of her period of parent leave.
- She shall be entitled to the position she had immediately prior to taking leave. Where such a position no longer exists, but other positions are available for which the employee is qualified and capable of performing, she will be entitled to a position as nearly comparable in status and salary to her former position
- Employees returning to work after the birth of their child will not be discriminated against in regard to accessing education and care for their child within the service or breastfeeding/expressing. To ensure the professional integrity of the service, employees will not work in the same room as their child where possible. Should issues arise in relation to caring for an employee's child at the service, the options for a change in care arrangement will be discussed with the employee, , with the aim or reaching an agreed resolution
- The employer will support the returning employee to settle back in to the work environment and run them through a mini induction.

Back Care & Lifting

To minimise the risk of back injury in pregnant child care staff the service will:-

- **Ensure pregnant child care staff are aware they are at more risk of back pain and injury from working while pregnant** because of anatomical and physiological changes such as softening of ligaments and tendons, extra weight load, muscle fatigue and tiredness.

PREGNANCY WHILE WORKING IN EARLY EDUCATION

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- Ensure pregnant child care staff are aware that the risk of back pain and injury increases with the progression of pregnancy and their ability to do physical work decreases, and should see their doctor if they have any back pain or other health problem during pregnancy.

Communicating Policy to Families, Children and Team Members

Information relating to the Pregnancy while working in Early Education Environment Policy is communicated in the following ways: Newsletters, Family And Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and Service etc.

Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

Sourced:

Managing Pregnancy with Child Care <http://www.pscalliance.org.au/wp-content/policies/psca-managing-pregnancy-within-child-care.pdf>

DEEWR Child Care Service Handbook 2011 – 2012; Section 6.7 What are my service's responsibilities to educators? Retrieved 9 May 2011, from www.deewr.gov.au

Fair Work Australia – portal to access information about the Fair Work Act 2009 – Retrieved 16 May 2011, from <http://www.fwa.gov.au/>

National Health and Medical Research Council – Staying Healthy in Child Care – 4th Edition 2005 – Retrieved 16 May 2011, from http://www.nhmrc.gov.au/_files_nhmrc/file/publications/synopses/ch43.pdf

Ways 2 Work – Laws affecting pregnancy and work – Retrieved 16 May 2011, from

<http://ways2work.business.vic.gov.au/employers/pregnancy---and---work/Laws---affecting---pregnancy---and---work>

Australian Breastfeeding Association <https://www.breastfeeding.asn.au/bf---info/breastfeeding---and---work/can---you--return---work---and---still---breastfeed>

Staying Healthy in Childcare Fifth edition October 2011

NON-SMOKING

Ruby & Ollie's – Out of School Hours Care

AIM:

To maintain a smoke-free environment for children, parents and Educators while at Ruby & Ollie's - OSHC

METHOD:

All Educators are required to follow the State Government anti-smoking laws when in the workplace.

Implementation:

- Educators are not to smoke anywhere on the premises. They are to leave the building and be at least 5 metres from the boundary of the education facility.
- Educators are not to wear their uniform at any time when smoking, as residue smoke on tops can be breathed in by children. Staff that smoke are to bring in a spare top to change into when smoking.
- Educators are to be mindful of putting their cigarette out properly to limit the risk of starting a grass fire, and disposing of it in a cigarette butt bin.
- Educators are to be mindful of their breath after smoking and use some kind of mouth fresheners to remove the smell of smoke.

Communicating Policy to Families, Children and Team Members

Information relating to the Non Smoking Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

Sourced

<https://www.qld.gov.au/health/staying-healthy/atods/smoking/laws>

DISCIPLINARY

Ruby & Ollie's All Abilities Childcare

AIM:

- To help promote fairness and order in the treatment of individuals.
 - The rules and procedures should emphasize and encourage improvement in the conduct of individuals where they are failing to meet the required standards, and not be seen merely as a means of punishment.
-

METHOD:

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case. A breach of other specific conditions, procedures and practices set out elsewhere (Employee Handbook and other policies) or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

Rules covering unsatisfactory conduct and misconduct

The Employee will be liable to disciplinary action if they have been found to have acted in any of the following ways:

- Failure to abide by the Employer's health and safety policies and procedures and your general health and safety responsibilities
- Actions which could threaten the health and safety of the Employee or their colleagues or others
- Persistent absenteeism and/or lateness
- Unsatisfactory standards or output of work
- Rudeness towards customers / clients, members of the public or colleagues, objectionable or insulting behaviour, harassment, bullying or bad language
- Failure to devote the whole time, attention and abilities of an Employee to the business and its affairs during their normal working hours
- Unauthorized use of email, internet and/or social media
- Failure to carry out all reasonable instructions or follow the rules and procedures
- Use of the Employer's vehicle without approval or the private use of the commercial vehicles without authorization
- Failure to report any incident whilst driving the Employer's vehicles, whether or not personal injury or vehicle damage occurs
- Carrying unauthorized goods or passengers in the Employer's commercial vehicle or the use of the Employer's vehicles for personal gain
- Unauthorized use or negligent damage or loss of property and
- Failure to report immediately any damage to property or premises caused by the Employee.

Serious Misconduct

Occurrences of serious misconduct are significant because the penalty may be termination without notice, even without any previous warning being issued. Any behaviour or negligence resulting in a fundamental breach of the Employees contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute serious misconduct.

Examples of offences:

- Theft or fraud
- Physical violence or bullying
- Deliberate damage to property

DISCIPLINARY

Ruby & Ollie's All Abilities Childcare

- Deliberate acts of unlawful discrimination or harassment
- Possession, or being under the influence, of illegal drugs at work and
- Breach of the Employer's health and safety policies and procedures and the general health and safety responsibilities of the Employee or any actions that endanger the lives of, or may cause serious injury to, employees or any other person.

PROCEDURE

Disciplinary action taken against the Employee may be based on the following procedure:

Offence	1 st occasion	2 nd occasion	3 rd occasion	4 th occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious misconduct	Termination			

The procedure may be varied at the discretion of the Management taking into account the length of service. For example, if an employee has a short amount of service they may not be in receipt of any warnings before termination, but they retain the right to a disciplinary hearing.

Communicating Policy to Families, Children and Team Members

Information relating to the Code of Conduct Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.