

## 8.9.1 Middle Park OSHC Code of Conduct

### 1. General Principle

Middle Park State School P&C Association expects that all persons engaged with any of the operations, support or management of Middle Park Outside School Hours Care (MPOSHC) will display the highest standards of professional and personal conduct in the discharge of their duties.

### 2. Coverage

The Middle Park State School Code of Conduct applies to:

- The Approved Provider (P&C Executive)
- MPOSHC Sub-Committee
- All MPOSHC employees
- Volunteers engaged at MPOSHC

### 3. Obligations

The conduct of managers, employees and volunteers (personnel) should uphold the service's commitment to safety, professionalism and the service's philosophy in the delivery of education and care of children accessing the service. In doing so, all relevant persons should:

- Comply with the organisation and community standards of behaviour in dealing with others within and beyond the organisation.
- Comply with the service's policies and procedures and legislative requirements and obligations.
- Perform duties in a responsible and professional manner.
- Display sound stewardship of the service's resources and belongings.
- Promote the service's reputation and the value to quality school-age care into the broader community.
- For person's with working or interacting directly with children – these people must comply with the service *Code of Conduct for Interaction with Children and Young People (8.9.2)*

### 3. Behaviour Standards

MPOSHC personnel are expected to:

- Treat everyone with courtesy, respect, consideration throughout their interactions and communication with others.
- Be sensitive and responsive to the dignity and rights of others, refraining from interacting in a manner that impacts on the rights of others, including not engaging in any form of:
  - Harassment;
  - Discrimination (e.g. based gender, age, race, impairment, disability, religious beliefs, political beliefs, sexual orientation or identity);
  - Bullying; or
  - Victimisation.
- Act in good faith and honesty with the responsibility and delegation placed within your position.
- Uphold the professional boundaries of the relationships that develop through your engagement, including acting with transparency and ethical standards.

### 4. Teamwork

MPOSHC personnel are expected to build cooperation and partnership, and should:

- Foster teamwork and collegiality among all internal stakeholders, expressing gratitude to the effort and contribution others bring.
- Consider the impact on your decision and behaviour on the wellbeing of others – refrain from acting in a manner that would reasonably distress, intimidate, undermine or threaten a colleague or stakeholder.
- Display a constructive attitude when navigating conflict and grievances with others.
- Refrain from acting in any way that would unfairly harm the reputation or position colleagues.
- Refrain from engaging in conversation that encourages gossiping, slander or hearsay statements about another colleague, child, families and/ or other internal and external stakeholders.

### 5. Privacy and Confidentiality

MPOSHC personnel are expected to maintain the service's commitment to privacy and confidentiality, particularly around the service's sensitive and personal information, and should:

- Not share or disclose information that is not consistent with a fair, just or reasonable purpose.
- Ensure that information collected by the service is only used for the purpose intended.

- Ensure the security of information is maintained - as outlined by service policy, procedure and expectations.

## **6. Stewardship**

MPOSHC personnel are expected to protect the resources and finances of the service, and should:

- Use the service's resources properly and responsibly for legitimate purposes only
- Use resources in a manner that does not contribute to the risk to safety for others, the community or environment,
- Strive to obtain value for the organisation's purchases and spending.
- Avoid waste and secure service's belongings against theft or fraud.
- Maintain the integrity and security of the service's intellectual property.

## **7. Professionalism**

MPOSHC personnel are expected to be professional and should:

- Perform duties diligently, conscientiously and with integrity to the best of your ability.
- Maintain knowledge of professional and ethical standards relevant to your area of expertise — engaging learning and development opportunities to enhance your capacity to perform, as required.
- Strive to deliver the highest of quality education and care for our community.
- Comply with any relevant legislative requirements.

## **8. Conflicts of Interest**

MPOSHC personnel are expected to act ethically for the best interest of the service and should:

- Not take improper advantage of any official information gained in the course of our employment.
- Ensure that financial or non-financial interest does not conflict, or appear to conflict, with or compromise the obligations and requirements of your duties and performance.
- Avoid actual or perceived conflicts of interest through transparency in decision-making and declaring potential conflicts of interest for impartial management.

## **9. Safety and Health**

MPOSHC personnel are expected to uphold a safe and healthy environment and should:

- Uphold a duty of care to children accessing the service and the broader community, responding to concerns about potential harm.
- Take responsibility for the health and safety of yourself and others when carrying out your duties.
- Present to your role with adequate fitness, alertness and hygiene to perform the duties.

## **10. Fairness and Resolution**

MPOSHC personnel are expected to deliver a fair and reasonable response to concerns of others and should:

- Facilitate a fair process for responding to compliance, grievances and disputes.
- Respond with integrity and advocacy for the rights of ourselves and others.
- Uphold ethical decision-making to promote fairness, justice and collaborative partnerships for stakeholders.

## **11. Reputation**

MPOSHC personnel are expected to promote the interest and character of the service and should:

- Engage the community with respect for individuals and their diversity.
- Promote the service where possible in your professional interactions with others.
- Refrain from presenting yourself as a spokesperson or acting on behalf of the organisation unless authorised to do so.
- Refrain from engaging in any activity that may compromise the integrity and reputation of the service.

## **12. Compliance Breaches**

- All personnel must comply with this Code of Conduct and report any breaches to their manager or the Approved Provider, as appropriate.
- All personnel are expected to report any suspected corrupt, criminal or unethical conduct directly to the Approved Provider.
- Any employee displays conduct inconsistent with the standard outlined in MPOSHC's Code of Conduct will be counselled accordingly, and/or disciplined in accordance with the service's relevant policy and procedure.