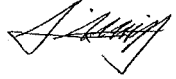
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF PROFESSIONALISM		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management

2. Policy Statement

The professional attitude and behaviour of the staff is of utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care provided for the children and families in the centre.

We aim to provide clear guidelines to the staff regarding the expectations for their professional behaviour in the centre.

The YMCA's Performance Development and Review system is the preferred mechanism to be used to assist supervisors and employees in any formal work performance discussions.

All staff will have a Performance Development and Review consultation annually, with quarterly reviews of agreed development/performance objectives.

3. Related Policies & Procedures/Guidance Notes


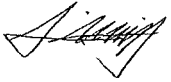
- 3.1. Conditions of Employment Policy
- 3.2. Communication Policy
- 3.3. Confidentiality Policy
- 3.4. Code of Conduct – Child safe Policy
- 3.5. Daily Routines Policy
- 3.6. Duty of Care Policy
- 3.7. In-service Training and Development Policy

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Duty of Care
- 5.4. Staff Code of Conduct


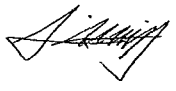
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6. Records Maintenance

6.1. This policy is to be reviewed annually.

PROCEDURES

- Staff professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new staff.
- Staff will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.
- Professional behaviour in all areas will be reviewed as part of the ongoing employment of all staff.
- The Group Manager in conjunction with the Coordinator will immediately address any breach in the professional expectations outlined. If the concern involves the Coordinator, the Group Manager, together with the Human Resources Manager will conduct the discussion.
- All discussions will be recorded and standard of behaviour and expectations clearly explained.
- Any further problems will be addressed as per the discipline procedure.
- Staff will be made aware of the centre's philosophy and policies and will be expected to follow these. Should staff have any concerns with the policies they are to raise this with the Group Manager.
- Staff will be expected to know, understand and perform their duties as per their job description.
- Staff will be expected to maintain and improve their skills through participation in staff training and development opportunities. The Group Manager will ensure that monies are made available in the budget for staff training.
- Staff will be expected to start duties on time.
- Staff will be expected to dress appropriately for their duties.
- Staff must not attend work under the influence of drugs or alcohol.
- Staff should not attend work when they are unfit to do so due to injury or sickness and must inform the centre as soon as possible.
- Staff will use only suitable language that is not offensive to other staff, parents and children.
- Staff will be expected to follow all confidentiality issues.
- The centre is a smoke free zone. Staff may not smoke in or around the building, or in the sight of the children.

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- Staff will be expected to know and follow the child protection policies.

The quality of the centre and positive working environment are dependant on good staff and parent relationships.

- The maintenance of good teamwork will be an expectation outlined in all job descriptions.
- Any conflicts that arise must be addressed as outlined in the grievance procedure.
- YMCA of Sydney has a Code of Conduct that staff are asked to read and sign that they have understood, at the commencement of their employment.
- Management encourages "open door" communication style with all staff.
- Professional development is identified through the appraisal process.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

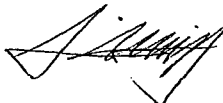
I endorse the Staff Professionalism Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009