



## Outside School Hours Care (OSHC)

### **EXPECTATIONS OF THE OUTSIDE SCHOOL HOURS CARE (OSHC) COMMUNITY**

St Hilda's School Outside School Hours Care (OSHC) is a place which promotes the School's Values:

*St Hilda's School aspires to develop confident, creative and articulate young women who are connected globally and strive to make a difference in their own community;*

in keeping with the School's Mission:

*St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person.*

The St Hilda's School OSHC is a place which promotes values that are in keeping with the School's Mission and is part of the St Hilda's School Community. All children, parents, educators and staff have the right to be safe, and feel safe, in their School community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. For the purpose of this 'Expectations of OSHC Community' comprises the Principal, Nominated Supervisor, OSHC Co-ordinator, educators, staff, coaches, employees, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of OSHC, who attend at OSHC, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of OSHC and its students.

The 'Expectations of OSHC Community' sets clear standards of behaviour which are expected of members of the OSHC Community. It specifies the consequences for any member of the OSHC Community who does not comply with those standards of behaviour, whether those persons are on the Service's or School's property, in transit or at another location for the purpose of any Service/School-authorized events or activities.

#### **Context**

This policy applies to all employees (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors and consultants associated with the Service) and children who fall in the



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scope of this policy. Members of the whole Service community including parents, guardians and carers are required to comply with this policy.

### **Background**

The following are the principles which provide the framework for these Expectations:-

- All members of the OSHC Community are to be treated with respect and dignity, (particularly those persons who are in positions of authority).
- Responsible citizenship involves appropriate participation in the civic life of the OSHC Community. Active and engaged members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the OSHC Community are expected to use non-violent means to resolve any conflict.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in the OSHC Community and are a direct contradiction to the School's Mission and Values. Members of the OSHC Community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others.

Parents/Carers play an important role in the education of their children and have a responsibility to support the efforts of OSHC and School staff in maintaining a safe and respectful learning environment for all students.

Parents fulfil this responsibility when they:-

- Show an active interest in their daughter's education and progress;
- Communicate regularly with the OSHC;
- Help their child be neat, appropriately dressed and prepared for OSHC;
- Promptly report to the Service their child's absence or late arrival;
- Become familiar with the Expectations of the OSHC Community as well as
  - Code of Conduct for Anglican Schools and Education and Care Services
  - Creating Environments for Students to Thrive
  - Expectations of OSHC Children
- Encourage and assist their child in the following rules of behaviour;



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- Work with OSHC educators in dealing with disciplinary issues including their children.

### **Scope**

The Expectations of OSHC Community is intended to provide members of the OSHC Community with guidelines for the effective development of positive relationships within the OSHC Community and, as expressed in the introduction, to assist in promoting the values that are in keeping with the School's mission.

This policy is a guide for all members of the OSHC Community about the standards of behaviour which are acceptable in the OSHC environment or when attending any official, religious, social or sporting function or activity of or relating to the OSHC or in any location at which the OSHC is represented.

The Expectations of OSHC Community is something by which parents agree to be bound when they sign the Enrolment Agreement with the School. Although other family members or carers such as step-parents, relatives, friends, and supporters of children at OSHC are not a party to that Enrolment Agreement, this The Expectations of OSHC Community is a guide for them about expected standards of behaviour.

### **Standards of Behaviour**

As a minimum, all members of the OSHC Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all OSHC Community members must:

- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of:
  - Sex;
  - Relationship status (means whether a person is single, married, married to another person, but living separately and apart from

- the other person, divorced, widowed, a de facto partner or a civil partner);
  - Pregnancy or potential pregnancy;
  - Parental status (whether or not a person is a parent);
  - Breastfeeding;
  - Age;
  - Race (includes colour, descent or ancestry, ethnicity or ethnic origin, and nationality or national origin)
  - Religious belief (holding or not holding a religious belief) or activity (engaging in, not engaging in or refusing to engage in a lawful religious activity)
  - Impairment (refer to Anti-Discrimination Policy: Disabilities Policy);
  - Political belief or activity;
  - Trade union activity;
  - Lawful sexual activity;
  - Gender identity (where a person identifies, or has identified, as a member of the opposite sex by living or seeking to live as a member of that sex, or is of indeterminate sex and seeks to live as a member of a particular sex);
  - Sexuality (heterosexuality, homosexuality or bisexuality) or sexual orientation;
  - Intersex status (the status of having physical, hormonal or generic features that are neither wholly female nor wholly male, or a combination of female and male, or neither female nor male);
  - Family responsibilities (responsibilities to care for or support a dependent child or other member of immediate family in need of care or support);
  - Criminal record;
  - Medical record;
  - Social origin; or
  - Association with, or relation to, a person identified on the basis of any of these attributes.
- Respect the legal and moral rights of others;
  - Show proper care and regard for school property and the property of others;
  - Take appropriate measures to help those in need;



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- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

### **General Conduct**

OSHC Community members are expected to:

1. Support the Nominated Supervisor and School staff in the development of a Christ-centred learning community based upon an Anglican ethos;
2. Support the OSHC Service's policies;
3. Acknowledge that the Nominated Supervisor has the ultimate responsibility to implement these policies;
4. Work with the OSHC Service staff to deal promptly with areas of concern;
5. Treat all members of the OSHC Community with respect and courtesy; and
6. Acknowledge and affirm success in individual and School achievement.

### **Physical Safety**

In particular, all OSHC Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person; or
- cause injury to any person by the use of any such object. All OSHC Community members must not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the OSHC and School community and is in keeping with appropriate legal and hospitality regulations.

All OSHC Community members must:

- not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;



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- seek staff assistance, if necessary, to resolve conflict peacefully.

### **Co-curricular Activities**

This part of The Expectations of OSHC Community deals specifically with attendance at co-curricular activities. The following are statements of principle with which OSHC Community members are expected to comply:

1. Remember, children are involved in co-curricular activities principally for their enjoyment.
2. Children should always be encouraged to play by the laws.
3. Children should be taught that honest effort is as important as victory, so the results of each game are accepted without undue disappointment.
4. Turn defeat into victory by helping children work towards skill improvement and good sportsmanship. Never ridicule or yell at any child for making a mistake or losing a game.
5. Remember that children learn best by example. Applaud good play by both the School team and by members of the opposing team.
6. Do not publicly question the referee or game official's judgement and never his/her honesty.
7. Support all efforts to remove verbal and physical abuse from co-curricular activities.
8. Recognise the value and importance of volunteer coaches, managers and referees. They give of their time and resources to provide recreational activities for all students.
9. Do not approach a referee or game official any stage during or immediately after a fixture.

### **Responsibility for Other Community Members**

Any parent or OSHC Community member who invites a relative, friend, support, carer or other person to be present at any official sporting or social activity held by or for the benefit of the OSHC Service or School and its children and students must at all times be responsible for that person and ensure they act at all times in a manner consistent with these Expectations.



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### **Breach of The Expectations of OSHC Community**

The consequences to a member of the OSHC Community for breaching The Expectations of OSHC Community will be as determined at the Principal's or Director of Pre-Preparatory absolute discretion. These consequences include any one or more of the following:

1. The OSHC may ban any member of the OSHC Community from attending at any co-curricular activity.
2. The OSHC may ban any member of the OSHC Community from being on the School grounds in general.
3. The OSHC may direct that any parent may only communicate with members of teaching staff through a nominated OSHC or School representative.
4. In the case of extreme or prolonged breach of The Expectations of OSHC Community by a parent, the OSHC Service may:
  - a) terminate the enrolment of the child of that parent,
  - b) take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

### **Right of Appeal**

The Complaints Management in Anglican Education and Care Services Policy and Procedures will apply to any decision made by the Nominated Supervisor or Principal under this Code of Conduct.

### **Policy Type**

This policy applies to all members of the OSHC community.