



BOSCO

Beckenham Out of School Care Organisation

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CODE OF BEHAVIOUR (CONDUCT)

Appropriate Behaviour:

Dress

Staff will be provided with a uniform by BOSCO after three (3) months of employment, consisting of 2x polo shirts, 1x jacket, 1x bucket hat and 1x name badge. This will remain the property BOSCO and needs to be returned at termination of employment. This is to be worn every day at work. The Employee will be responsible for maintaining it in a clean and tidy manner (fluff etc needs to be removed). Any wear or tear is to be notified to the Supervisor or Chairperson as soon as possible. Name badge must be visible and worn at all times. Hats must be worn during Terms 1 & 4 and corresponding holiday programmes, if working. The uniform may not be altered in any way. You may wear black underneath, but no other colour must be visible. Anything can be worn on the bottom half, as long as it is tidy, and is not too low or revelling i.e. be appropriate for participating in activities, be safe and be appropriate for role modelling). A dark coloured top is to be worn until uniform is given to match the uniform worn by staff members.

Language

Adult topics of conversation must not be held in front of the children or young persons. Sexist language must not be used to refer to a child, young person, a group of children, or group of young persons. Staff must not allow children to use sexist language, verbally or in writing. Staff shall not use abusive or foul language in their dealings with other Staff, the Management Committee nor any parent/caregiver of BOSCO or any other person associated with BOSCO while working for BOSCO or in the course of BOSCO dealings. It should be remembered at all times that all Staff are representatives of BOSCO and their behavior reflects back on BOSCO's reputation.

Drug and Alcohol usage

Staff shall not report for work under the influence of alcohol and/or drugs or become under the influence of such substances during work hours. This applies equally to legal and illegal substances. Should the Supervisor or any member of the Management Committee have reasonable cause to believe that a Staff member is under the influence of any of these substances; BOSCO may send the Staff member home and/or suspend him/her on pay for a defined period notified by BOSCO to the Staff member at the time of the suspension.

Receiving Gifts

Gifts should not be accepted under any circumstances apart from small personal gifts such as chocolates. As a rule the value of these should not exceed \$20.00 and they should be reported to the Management Committee. More valuable gifts should not be accepted. If they are particularly insisted about you doing so you should state that our policies prohibit employees from accepting gifts.

Purchasing of Resources/Equipment

Any purchases of resources or equipment made by a Staff Member will be made in line with the Management Committee approval and purchased as per their written instructions. Any purchases need to be notified to the Management Committee and receipts bought forward to the Treasurer for reimbursement by the way of Direct Credit.

Behavior

No Staff member shall use abusive or aggressive threats or behaviour or act in a potentially harmful manner against another Staff member, parent/cargiver, Management Committee of BOSCO or against any other person while working for BOSCO or in the course of BOSCO dealings. Any reports of such behaviour will be investigated and taken seriously. Staff shall notify BOSCO of any secondary employment, whether paid or unpaid, that he/she undertakes. BOSCO reserves the right to prevent Staff from carrying out such employment where it reasonably believes that this employment is detrimental to BOSCO.

Training

If training is paid for by BOSCO and the Staff member fails to attend, then BOSCO at our discretion may require full reimbursement or a portion of the fee to be repaid. BOSCO will pay for hours worked for all compulsory modules Staff members attend, excluding first-aid training. If training is paid for by BOSCO and the Staff member leaves within three (3) months of training attended, the cost of the training may be deducted from the Staff member's final pay. Staff members must be conversant with BOSCO policies and procedures and attend training courses and workshops as required; they must also hold a current first aid certificate and have a commitment to ongoing training and professional development.

Telephones

Staff members are required to have their personal phones on them in case of emergency (e.g. groups are separated by activities). No staff member is to answer a personal call or text during work hours or until all children are accounted for i.e. collected by a parent or caregiver. The Supervisor shall be provided with a phone for the use of work related calls or texts. It will not be used for personal reasons, and if for any reason it is, it will be reimbursed by the Supervisor. The phone remains the property of BOSCO and BOSCO will meet any costs associated with the phone.

Personal Benefits (e.g. Fly buys)

Any one purchasing anything for the company may use their own personal benefits programmes e.g. Flybuys, One Card etc. Petrol vouchers received may be used by person purchasing groceries as petrol is not reimbursed.

Use of Resources/Equipment

Any Resources or Equipment that belongs to BOSCO, must only be used with permission of the Management Committee or the Supervisor. It must be documented that it has been removed from BOSCO premises and documented that it has been returned.

Supervision

Health & Safety

Staff are expected to observe safe-working practises at all times. If a Staff member observes hazards, unsafe conditions or dangers to health, these must be notified to the Supervisor or Chairperson within twenty-four (24) hours. Staff members will comply with the requirements of BOSCO's Health and Safety System and the Health and Safety in Employment Act 1992. Staff shall notify BOSCO within one (1) working day of filing any work related claim with the Accident Rehabilitation and Compensation Insurance Corporation (A.C.C.). BOSCO complies with the requirements of the Smoke Free Environments Act 1990 and its amendments. Smoking is not permitted anywhere in the workplace. Staff who breach this policy may be subject to disciplinary action or dismissal. The workplace includes toilets, playground areas, buildings and vehicles. Children must not be in view and/or aware of any smokers within their "boundaries". A modern first aid kit, fully equipped, will be kept in a convenient place in accordance with the Health and Safety in Employment Act 1992. Staff are required to ensure that he/she maintains his/her ability to perform their duties safely. Staff must advise BOSCO of any medical condition including stress related symptoms or personal circumstances which may impact on their ability to perform their duties safely, or which may be affecting their health. Accidents are to be reported immediately to the Supervisor and he/she is to be responsible for any such incident to be recorded in the accident register.

Sickness/Lateness

Let Supervisor know if unavailable for After School session before 10am or 7am for the Holiday Programme so as a suitable replacement can be found by ringing (not texting) the Supervisor. If Supervisor is unavailable please ring Assistant Supervisor (please do not leave a message, you must speak to either the Supervisor or the Assistant Supervisor). This also goes for any expected lateness.

Ratios

Ratios for BOSCO are 1:10 for any activity at either of the BOSCO programmes, 1:6 for any excursion or 1:4 for any activity involving water. All staff must ensure they are not in situations where they are alone or out of sight with individual children and young persons. Staff are expected to know the ratios and always ensure they acting accordingly to these.

Emergency Responsibilities

All staff will be required to participate and assist in any emergency procedure (including drills). Staff are all given roles for emergency procedures and are expected to follow these. For information on roles, refer to Supervisor or written procedures located on walls in both programmes.

Discipline

Breach of Code of Behaviour and/or Employment Agreement

Any breach of this code of Behaviour (Conduct), Employment Agreement and/or any other reasonable requests can and may result in dismissal of employment at BOSCO. Refer to sections 15-17 of employment agreement for further information regarding this.

Child Abuse

To minimise the risk of actual or alleged abuse in BOSCO Incorporated, we are committed to raising awareness of all staff and visitors working as an adult with children or young persons to help staff avoid being put in any inappropriate or risky situations with children or young persons.

Prevention

In making physical contact with children, Staff should be guided by the principle that they will do so only in order to meet the child's physical or emotional needs. Touching should not be initiated to gratify adult needs. If a child initiates physical contact in the seeking of affection, reassurance or comfort, it is appropriate to respond in a manner suitable for that child's developmental stage and needs. Staff should ensure that children never touch another child's private parts, also that children are not subjected to unwelcome affection or touching of any kind. Staff should encourage children to be independent when dressing after swimming. If checking injury requires the removal of a child's clothing, two Staff Members need to be present. Likewise if a Staff member is required to help change a child. All Staff will be required to sign a Code of Conduct (Behaviour), which outlines the above and more to ensure the safety of all children.

Detection & Reporting

All cases of suspected child abuse must be responded to in a manner which best ensures children's immediate and future safety.

- (a) Record when a child tells you of abuse.
 - * If abuse is suspected, or a child discloses abuse, Staff will record incidents, observations or what the child says on the BOSCO

Incorporated incident form.

- (b) Making a decision
 - * Believe the child;
 - * Do not investigate the child;
 - * Do not question or counsel the alleged offender or child;
 - * Do not make decisions alone, the Supervisor and Management Committee must be informed;

* If your suspicions have not been confirmed as significant, continue to monitor the situation closely in consultation with the Supervisor and/or Management Committee.

- (c) Procedure for reporting
 - * If you believe the child is in danger of further abuse in the short term, report the matter to Child Youth and Family, or the Police, immediately;
 - * Any Staff Member has the right to report suspected abuse to the police or child, youth and family services; however no Staff Member should act alone and will advise the Supervisor and/or Management Committee.

***Section 15 reporting of ill-treatment or neglect of a child of the CYFS** act states any person who believes that any child has been or is likely to be harmed (whether physically, emotionally or sexually), ill treated, abused, neglected, or deprived may report the matter to a social worker or a Member of the police.

- (d) Deciding who will inform parents of your suspicions, or intent to make a report
 - * When abuse is suspected BOSCO Incorporated will consult and follow the advice of the agencies listed below;
 - * Decide, after consultation with Child Youth and Family or the Police, who will inform the parents/caregivers and provide support for the family.

- (e) Seek support for yourself
 - * Following discussion with Staff Members involved, support from within or outside BOSCO Incorporated will be identified and provided.

Responding to Suspicions of Abuse by a Staff Member

If you Suspect Abuse by a Co-Worker, follow the same procedure as in section 34. Staff and the Management Committee will act in the best of the child concerned and not act to protect the organisation. The Staff member involved will be well supported and treated fairly following full investigation. Staff will be advised to seek independent legal advice. (Refer to full procedure in section 55 page 14)

All Staff members and affected families will be well supported when abuse is suspected and reported. At all times confidentiality will be maintained.

All Staff have a duty of Care to all children until all children are collected by a specified adult or left the programme as per written instructions.

Staff Signature _____ Date _____

Chairperson Signature _____ Date _____