

**DISCIPLINARY MEASURES AND TERMINATION**

Settlers Farm OSHC aims to achieve high standards of conduct and professional behaviour. We encourage and support educators to maintain these standards by fostering self-discipline and commitment to high quality care and good working relationships. Educators are role models for children in care and should model the requirements of the service’s policies and procedures.

**Procedure:**

- Educators need to understand the conduct expected of them. The Educators Code of Conduct policy will be provided to each new educator in their induction kit, discussed with them by the Director, and a copy kept in an accessible place for all educators at all times.
- Where it appears that educators are unsure about the conduct expected of them, the Director will schedule work performance counselling to take place.
- Where a breach is reported or observed the disciplinary procedures should be used according to the following principles:
  - In general, minor breaches of conduct should be handled informally by the educator in charge before formal procedures are used.
  - The incident should be investigated to establish if a breach actually did occur.
  - If so, the expectations of the service should be clarified to make sure that the educator understands their responsibilities.
  - The educator should be given guidance and the chance to improve.
  - Where their behaviour improves to the required level no further action should be taken
  - Where the work performance counselling fails to achieve the standard of behaviour expected of an educator, that employee will be dismissed in accordance with the DfE document ‘Managing Unsatisfactory Performance’ (*see appendix 27*)
- An educator undergoing disciplinary procedures will be informed from the beginning of their rights which will include:
  - A right of appeal to the operator.
  - A right to assistance from another person of the educator’s choice.
  - Formal procedures must be clearly documented, with the documentation being kept securely and confidentially.
- All parties involved in a disciplinary process shall keep all information about the process confidential.
- Under the NES (*see appendix 28*), employees must complete a minimum of 12 months service before they can make a claim for unfair dismissal.

**NATIONAL QUALITY STANDARD**

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.



4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

**QUALITY AREA 7: GOVERNANCE AND LEADERSHIP**

7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

**EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
168	Education and care services must have policies and procedures

Policy reviewed	Previous modifications	Next review date
March 2021	No changes	2022