



Staff Employment, Students and Volunteers Policy

POLICY STATEMENT

Our service believes that educators are the most valuable asset to the quality of care provided and that employing and keeping high quality educators is imperative. We aim to employ the best possible educators and ensure they are fit and proper for employment in our outside school hours care service. A flexible, harmonious working environment is maintained, which ensures the rights of employees are met at all times with educators employed under the appropriate awards and conditions. An orientation process is conducted for all employees to ensure they are aware of the values and practices of the service. Educators receive clear guidelines regarding the expectations for their conduct and are encouraged and supported to further their skills via professional development opportunities. Grievances are addressed quickly and effectively with the highest standards of confidentiality practiced at all times. All educators, volunteers, students and visitors will be informed of their expectations and requirements related to safety and the proper care of children. We will encourage positive and open communication between all parties involved. (National Quality Standards 4.2, 7.1, 7.2 and 7.3) All staff, students and volunteers must conform to the arrangements, hours and ethical standards of the centre, upholding the philosophy and Christian ethos.

Nominated Supervisor/Responsible Person

SPCC Saints Academy acknowledges its obligation to appoint one or more individuals as Nominated Supervisor/s at services (National Regulation 24) following a determination of the persons suitability to act as the Responsible Persons in charge of the day-to-day operations at the service. In the absence of the Nominated Supervisors, other educators working at the service deemed suitable to perform the responsible person duties, will also be appointed.

PROCEDURE

In determining a person's suitability to act as Nominated Supervisor or Responsible Person, the Approved Provider will ensure that the person/s:

- Be 18 years or over.
- Have adequate knowledge and understanding of the provision of education and care to children (qualifications, skills and work experience).
- Have ability to effectively supervise and manage an education and care service.
- Written consent will be gained from individuals appointed as a Nominated Supervisor. The Nominated Supervisor Consent Form will be completed and submitted to the Regulatory Authority via the NQA IT System.
- When changes occur to Nominated Supervisor appointments at the OSHC service the Regulatory Authority will be notified through the NQA IT System in accordance with National Regulation 35.
- If uncertainty or concern arises about a candidate's compliance history the Approved Provider will contact the Regulatory Authority and enquire if the person is subject to a prohibition notice in any state or territory.
- If a matter or incident arises affecting the Nominated Supervisor's ability to meet minimum requirements a reassessment will be made of the person's suitability to be in the position.



- The Approved Provider, and the Nominated Supervisor/s, may appoint other educators at the service deemed to have the skill and ability, to act as the Responsible Person in day to day charge of the service in the absence of the Nominated Supervisor/s or Approved Provider. (Refer Policy 10.22 – Determining the Responsible Person).

RESPONSIBILITIES OF NOMINATED SUPERVISOR

As the persons responsible for the day-to-day management of an approved service, nominated supervisors have a range of responsibilities under the National Law and National Regulations including:

Ensuring educational programs are:

- based on and delivered in accordance with an approved learning framework.
- based on the developmental needs, interests, and experiences of each child.
- designed to take into account the individual differences of each child (section 168).

Supervision and safety of children

- ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards (sections 165-167).

Entry to and exit from the premises

- ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)
- ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Regulations, or
 - the supervisor is aware the parent is prohibited by a court order from having contact with the child (regulation 99)
 - ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision (section 170).

Food and beverages

- ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children (regulation 77).
- ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day (regulation 78).
- ensuring that, where food and beverages are supplied by the service, they are:
 - nutritious and adequate in quantity.
 - chosen with regard to the dietary requirements of individual children (regulation 79) ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents (regulation 80).

Administration of medication

- ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations (regulations 93-96).
- where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable (regulation 94).

Prescription and non-prescription drugs and alcohol



- that while educating and caring for children at the service, all staff must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children (regulation 83).

Sleep and rest

- taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children (regulation 81).

Excursions

- ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations (regulations 100-101), and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion (regulation 102).

Staffing

- ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role (regulations 123 - 128).

EDUCATIONAL LEADER

SPCC Saints Academy acknowledges that the educational leader has an influential role in promoting positive outcomes for children and families. Effective educational leadership builds the capacity of educators by inspiring, motivating, affirming, challenging, and extending their practice and pedagogy. This joint endeavour involves inquiry and reflection and supports ongoing learning and professional development.

Procedures Determining an Educational Leader

When selecting an educational leader, the following skills, knowledge and attributes will be considered:

- Communication and interpersonal skills.
- Comprehensive knowledge of theory relating to childhood education and care, professional standards and approved learning frameworks, and an understanding of evidence-based best practice approaches to teaching and learning Knowledge of leadership theory and the use of a range of leadership styles.
- Critical thinking skills, including the ability to analyse and challenge conventional practice and ideas.
- A willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience.
- A commitment to learning and participating in professional development.

Responsibilities

The Educational Leader is responsible for:

- Collaborating with educators and provide curriculum direction and guidance.
- Supporting educators to effectively implement the cycle of planning.
- Lead the development and implementation of an educational program in the service.
- Ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks.

The Educational Leader also has a role in:

- Guiding and developing educators and families understandings about play and leisure-based learning.
- Building the knowledge, skills, and professionalism of educators.
- Building a culture of professional inquiry with educators, coordinators, and staff members to develop professional knowledge, reflect on practice and generate new ideas.



Record of Responsible Person

We are required to keep a staff record which contains information about the name of the Responsible Person at each time that children are being educated and cared for by the service. The Responsible Person on Duty display is updated accordingly.

Display of Responsible Person

The name and position of the Nominated Supervisor will be displayed on the Prescribed Information Sheet so that it is easily visible to anyone attending the service. Given that the Responsible Person in charge may change throughout the day (for example, at a changeover of shifts/excursions), there will be a temporary display (for example on a whiteboard or interchangeable nameplate) at the entrance/foyer of the service.

Record Keeping

A record of the Responsible Person must be kept until the end of 3 years after the staff member works for the service (Section 162, Regulations 150. 177). Such records shall be kept onsite for one year and at provider premises thereafter.

RECRUITMENT

Interview:

- The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.
- An appropriate time frame (approximately 30 minutes) will be allocated to each interview, with a short break between, for discussion.
- A nominated person on the selection panel will contact the applicants to determine the time and date of interview.
- Each applicant will be asked the same questions with their answers recorded.
- Management will discuss each applicant and their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria drawn up by the panel.
- Should management have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.
- Management will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability and checked with the approved screening agency before offering the applicant the position in a 'child related' field.
- Should the applicant decline the position, management will either make a second choice from the other applicants or if none are seen as suitable, re-advertise the position.

Notification:

- Applicants will be given an approximate time that they will be contacted regarding their success for the position.
 - A person on the selection panel will notify the successful applicant and negotiate a starting date. Preferably offers of employment will not be made until the screening check has been completed. If this is not reasonably practical, the employment is to be offered subject to the check being completed. Applicants are to be notified of this condition.
 - A letter of confirmation will be sent to successful applicant requesting acceptance in writing.
 - After the appointment has been made and accepted the other applicants will be notified that the position has been filled.



- Those offered role of Nominated Supervisor are deemed to have accepted the role and responsibilities of Nominated Supervisor by way of accepting the position as prescribed in the position description.

(a) Staff Orientation:

- The orientation process will include:
 - Introductions to existing educators and management.
 - Guided tour of the service.
 - Being shown where all relevant records are kept.
 - Discussion about working arrangements and expectations, including professional code of conduct and duty of care.
 - Information about the review and appraisal system.
 - Opportunity to ask any questions regarding the service or expectations.
- The new educator will be provided with the following information:
 - Service operation and hours.
 - The service philosophy and policies.
 - Staff Handbook.
 - Emergency procedure duties.
- All staff will be informed of their responsibilities as a Mandatory Reporter as part of their orientation and induction process. This will involve discussion regarding their current understanding, use of this policy and resources and access to Child Protection training. Information related to sexual grooming will also be provided upon orientation to ensure that staff are fully aware of the signs and limits related to appropriately interacting with children

(b) Volunteers, Students and Visitors:

Volunteers:

- All volunteers must be interviewed by the Nominated Supervisor. All volunteers will be required to comply with the WWCC guidelines.
- Their duties and expectations at the service will be clearly outlined.
- The Nominated Supervisor will provide a modified induction to the service, which will include a tour of the service, introductions to educators, job description for volunteers and code of conduct. The Nominated Supervisor will ensure that they are fully aware of their duties and the services expectations.
- All volunteers will be required to sign on and off.
- Volunteers will be given a copy of relevant policies such as behaviour management.
- Volunteers are not to discuss children's development or other issues with families.
- Volunteers must adhere to all areas of confidentiality.
- Volunteers should never be left alone with or in charge of any children.
- Volunteers will not be used to do tasks that the employed educators normally do.
- Volunteers will be supernumerary when calculating basic educator: child ratios, except on excursions.
- Volunteers will be invited to take part in social activities of the service.

Students:

- Placements will be offered to high school students who wish to gain work experience as part of a school program.
- The participating school must initiate their work experience, identify the student's suitability and work with the Nominated Supervisor in relation to times and expectations.



- The school must provide written authorisation for the student and a copy of their insurance. This will be kept on file.
- For students attending other registered training organisations and studying a relevant field, such as childcare, teaching, recreation or community services, the training organisation must initiate the placement, identify the students suitability and work with the Nominated Supervisor in relation to times and expectations. The training organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file.
- All placements will be negotiated through the Nominated Supervisor and placement be only accepted on the discretion of the Nominated Supervisor based on issues such as educators ability to supervise and be available to help the students.
- After the Nominated Supervisor sees the placement as worthy they will seek approval for the placement from management at the next meeting or if unable to do so prior to the meeting, get approval from other delegated management member.
- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the service.
- Students should be made aware of relevant policies such as behaviour management.
- Students are not to discuss a child's development or other issues with the families.
- Students should adhere to all policies concerning confidentiality.
- Students should never be left alone with or in charge of any children.
- Students will not be used to do tasks that the employed staff normally do.
- All students will be required to sign on and off.

Visitors:

- Visitors may be invited to the service to stimulate the children's program.
- Visitors could include local people or family members with a skill or ability to share with the children and educators or local community resources such as police, fire brigade etc.
- All other visitors must make an appointment to see the Nominated Supervisor at a convenient time.
- Professional access to the service will be at the discretion of the Nominated Supervisor or management or when required by law to do so.
- All students will be required to sign on and off.
- Professionals include union representatives, State and Federal Government Departmental Officers, Occupational Health and Safety inspectors, building inspectors and police officers.
- Any unwelcome visitor will be calmly asked to leave the service. If they refuse, the Nominated Supervisor or educator directed by the Nominated Supervisor will call the police for removal.
- No educator is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible

This policy links to the following:

National Quality Standard: 7.1.2, 7.1.5, 7.1.4.

Education and Care Service National Regulation 2011

Child Protection Legislation Workplace Health and Safety Legislation My Time, Our Place