



## STAFFING POLICY (ELC)

### 1 PURPOSE

This policy provides guidelines for engaging staff at Minaret Early Learning Centres, including:

- employing sufficient numbers of educators with qualifications and experience to meet legislative, policy and service standards
- providing appropriate supervision and support to staff at the service.

This policy should be read in conjunction with the following ELC policies: Code of Conduct, Determining Responsible Person and Participation of Volunteers and Students Policy, as well as *Minaret College Professional Standards Policy* and *Child Safe Code of Conduct*.

### 2 SCOPE

Minaret College is committed to ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development.

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, educators, other staff, students on placement and volunteers at Minaret Early Learning Centres.

### 3 PROCEDURES

The Approved Provider is responsible for:

- a) ensuring that the service does not operate without a Nominated Supervisor, as required under the National Law (refer to Determining Responsible Person Policy)
- b) ensuring that there is a Responsible Person (refer to Determining Responsible Person Policy) on the premises at all times the service is in operation
- c) ensuring that the Nominated Supervisor, educators and all staff comply with the Code of Conduct Policy at all times
- d) ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service (National Law: Section 165(1))
- e) complying with the legislated educator-to-child ratios at all times (National Law: Sections 169(1) & (3), National Regulations: Regulations 123, 355, 357, 360)
- f) ensuring that all staffing meets the requirements of the National Law, National Regulations and the Department of Education and Early Childhood Development as outlined in The Kindergarten Guide at all times the service is in operation
- g) complying with current legislation relating to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Working with Children Act 2005

- h) employing the relevant number of appropriately qualified educators to provide a quality early childhood education and care program. Qualifications must be approved by ACECQA (Regulations 126, 361)
- i) ensuring an early childhood teacher is working with the service for the required period of time specified in the National Regulations, and that, where required, a record is kept of this work (Regulations 130–134, 152, 362, 363)
- j) appointing an appropriately-qualified and experienced educator to be the Educational Leader, and ensuring this is documented on the staff record (Regulations 118, 148)
- k) ensuring that Educators and other staff are provided with a current position description that relates to their role at the service
- l) maintaining a staff record in accordance with Regulation 145, including information about the Nominated Supervisor, the Educational Leader, other staff members, volunteers, students and the Responsible Person. Details that must be recorded include qualifications, training and the Working with Children Check (Regulations 146–149). A sample staff record is available on the ACECQA website
- m) complying with the requirements of the Working with Children Act 2005, and ensuring that the Nominated Supervisor, educators, staff, volunteers and students on placement at the service have a current Working with Children Check or a Victorian Institute of Teaching (VIT) certificate of registration
- n) ensuring that the Working with Children Check or VIT registration have been sighted and the details kept on each staff record (Regulations 145, 146, 147)
- o) completing a fit-and-proper assessment in accordance with the Education and Care Services National Law Act 2010 (Sections 12, 13, 14) and the Education and Care Services National Regulations 2011 (Regulations 14, 15, 16). Where the Approved Provider is not an individual, a fit-and-proper assessment must be completed for each person with management or control of a service e.g. for the executive members of a Committee of Management
- p) developing (and implementing, where relevant) an appropriate induction program for educators and all staff appointed to the service
- q) ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to Participation of Volunteers and Students Policy)
- r) ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service (Regulation 120)
- s) ensuring that there is at least one educator with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training in attendance and immediately available at all times that children are being educated and cared for by the service. Details of qualifications and training must be kept on the staff record (Regulations 136, 145)
- t) developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly, and that staff are provided with the opportunity to update their qualifications prior to expiry
- u) ensuring that staff records and a record of educators working directly with children are updated annually, as new information is provided or when rostered hours of work are changed (Regulations 145–151)

- v) ensuring that annual performance reviews of educators and other staff are undertaken
- w) reviewing staff qualifications as required under current legislation and funding requirements on an annual basis
- x) ensuring that the Nominated Supervisor, educators/staff, volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)
- y) ensuring that all educators and staff have opportunities to undertake professional development relevant to their role to keep their knowledge and expertise current
- z) ensuring that the Nominated Supervisor and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws (Regulation 84) (refer to Child Safe Policy)
- aa) informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent
- bb) developing and maintaining a list of casual and relief staff to ensure consistency of service provision
- cc) ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.

The Nominated Supervisor is responsible for:

- a) providing written consent to accept the role of Nominated Supervisor
- b) ensuring that, in their absence from the service premises, another person is placed in day-to-day charge of the service (refer to Determining Responsible Person Policy)
- c) ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
- d) complying with the service's Code of Conduct Policy at all times
- e) ensuring adequate supervision of children at all times
- f) ensuring the educator-to-child ratios are maintained at all times, that each educator at the service meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record
- g) developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- h) ensuring that educators and other staff undertake appropriate induction following their appointment to the service
- i) ensuring that all educators and staff have opportunities to undertake professional development relevant to their role to keep their knowledge and expertise current
- j) participating in an annual performance review
- k) ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to Participation of Volunteers and Students Policy)
- l) ensuring that less experienced educators and others engaged to be working with children are adequately supervised
- m) ensuring educators who are under 18 years of age are not left to work alone and are adequately supervised at the service

- n) providing details of their current Working with Children Check or VIT registration for the staff record
- o) sighting and recording details of current Working with Children Checks or VIT registrations before staff commence at the service
- p) ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)
- q) ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to Child Safe Policy)
- r) informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.

Educators and other staff are responsible for:

- a) complying with the service's Code of Conduct Policy at all times
- b) ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children
- c) providing details of their current Working with Children Check or VIT registration for the staff record
- d) renewing their Working with Children Check assessment every five years
- e) undertaking the required induction program following appointment to the service
- f) advising the Department of Justice of any relevant change in circumstances, including change of name, address, contact details and change of employer/volunteer organisation, including changes to the organisation's contact details
- g) adequately supervising children at all times
- h) supervising volunteers/students and parents/guardians at all times to protect the health, safety and wellbeing of children at the service (refer to Participation of Volunteers and Students Policy)
- i) maintaining educator-to-child ratios at all times
- j) maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training
- k) participating in an annual performance review
- l) undertaking professional development relevant to their role to keep their knowledge and expertise current
- m) supervising educators at the service who are under 18 years of age, and ensuring that they are not left to work alone
- n) ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to Child Safe Policy).

Volunteers and students on placement are responsible for:

- a) reading this Staffing Policy
- b) complying with the law, the requirements of the Education and Care Services National Regulations 2011, and all service policies and procedures
- c) following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

#### **4 EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- a) regularly check staff records to ensure Working with Children Checks and qualifications are current and complete
- b) regularly seek feedback from everyone affected by the policy regarding its effectiveness
- c) monitor the implementation, compliance, complaints and incidents in relation to this policy
- d) keep the policy up to date with current legislation, research, policy and best practice
- e) revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

#### **DOCUMENT CONTROL**

Doc ID: ELC-POL-002

Version 1.2

Reviewed: March 2022

Approved: October 2018