

STAFFING POLICY

Policy Statement

Little Adventures Early Learning (LAEL) is committed to ensuring regulatory staffing requirements are met and maintained at all times. This includes ensuring all employees are adequately qualified, and possess the experience needed to develop warm, nurturing and respectful relationships with all children. All employees are expected to take a collaborative, ethical and respectful approach to their role, the children and their families with which they interact; and contribute to a positive and productive work environment.

Strategies and Practices

- The *Staffing Policy* is available to families upon enrolment and staff upon induction.
- This policy applies to all LAEL employees, (including full time, part time and casual employees, temporary and permanent employees, employees on leave and trainees), and all other people performing work for Little Adventures Early Learning (including work experience students and volunteers), who will collectively be referred to as “employees” in this document.
- This policy should be read in conjunction with:
 - *Code of Conduct*
 - *Behaviour and Culture Policy*
 - *HR Guidelines: Recruitment*
 - *HR Guidelines: Induction and Probation*
 - *HR Guidelines: Conducting Staff Appraisals*
 - *HR Guidelines: Performance Management*
 - *HR Guidelines: Disciplinary Action & Termination*
 - *Employee Grievance Policy*

Staffing Arrangements

- The service is staffed according to the educator to child ratio and educator qualification requirements outlined in the *Education and Care Services National Regulations*.
- The Service is aware of the need for heightened supervision above and beyond the educator-to-child ratios during certain activities (e.g. water play, babies sleeping, nappy change and toileting, mealtimes, unknown persons in the Service), and this is accepted by Service educators as standard practice.
- Educators under 18 years of age are never left alone with children and must be supervised at all times.

Qualifications and Clearance

- **Approved Qualification**

All LAEL employees are required to hold or be actively working towards an approved qualification i.e. Certificate III, Diploma or Early Childhood Teaching qualification. Educators working towards a qualification are required to provide evidence of enrolment, satisfactory course progress i.e. they are meeting the requirements of their course, and course completion.
- **Working with Children Check**

All employees of LAEL over the age of 18 years must hold a current Working With Children Check. LAEL pays for any costs related to maintaining this check. Staff must inform the Approved Provider if there is a change to the status of the WWCC clearance. The Approved provider is then mandated to report this change to the Regulatory Authority.
- **Prohibited Person Check**

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- All employees of LAEL will complete a prohibition notice declaration during onboarding, and the Approved Provider maintains a Register of Prohibited Persons and Educators checks
- **National Criminal History Check**
All employees over the age of 18 years of LAEL must return a National Criminal History Check for review and approval. LAEL pays for any costs related to this check.
- **Child Protection/Mandatory Reporting/Child Safety**
All employees of LAEL must hold, or be enrolled to complete, current approved child protection/mandatory reporting training. The centre pays for any costs relating to completing and maintaining these qualifications, and subsequent refresher courses.. All employees will also be required to complete mandated Child Safety training
- **First Aid**
All employees of LAEL must hold, or be enrolled to complete, a current First Aid, Asthma and Anaphylaxis qualification, and subsequent refresher courses. The centre pays for any costs relating to completing and maintaining these qualifications.
- **National Early Childhood Worker Register**
The Approved Provider lodges, monitors and updates employee details required for the National Early Childhood Worker Register, ensuring all details remain current.

Rostering

- The Nominated Supervisor maintains a record of all staff members (e.g. educational and other qualifications, and currency) and bases all rosters on this record to ensure the Service's staffing arrangements comply with the Regulations at all times.
- All educators use an electronic rosters and timesheet system to record their arrival and departure times and lunch breaks.
- The roster is developed to ensure familiar room educators are available for families and children each day across all playrooms.

Staff Meetings

- The Service conducts regular staff meetings, as well as additional Responsible Persons meetings, to assist in the achievement of quality education and care outcomes for children. These meetings are held once a month and are compulsory.
- Staff are paid for their attendance at these meetings. Any employee unable to attend is required to consult with the Director as soon as possible prior to the meeting.
- Responsible Persons meetings also occur monthly and are compulsory.

Early Childhood Australia (ECA) Code of Ethics and Little Adventures Early Learning Code of Conduct

- All LAEL Educators must abide by the Early Childhood Australia Code of Ethics. In addition, employees are expected to abide by the LAEL Code of Conduct.

Nominated Supervisor and Responsible Persons

- The Approved Provider of the Service is responsible for the appointment of a Nominated Supervisor to ensure:
 - the Service's operations meet regulatory requirements at all times
 - consistency and continuity of practice
 - high quality education and care is provided to children at all times; and

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- the development of rosters in accordance with the availability of Responsible Persons, service operations and attendance patterns of the children.
- The service complies with the minimum requirements outlined in Regulation 117C of the *Education and Care Services National Regulations* in relation to the Nominated Supervisor.
- The Nominated Supervisor is also the Responsible Person whenever on the premises.
- At any time that the Nominated Supervisor is not on the premises, a Responsible Person, who is physically present, is placed in charge of the Service's day-to-day operations only (i.e. the Responsible Person does not assume all of the responsibilities of the Nominated Supervisor). This acceptance of the additional responsibilities by the replacement is a standing arrangement agreed to in writing by the replacement, and details are maintained on the staff record.
- Whenever leaving the premises, the Nominated Supervisor informs the substitute Responsible Person, and signs the Responsible Person Record Form on their departure. On return, the Nominated Supervisor informs the substitute, and again signs the Responsible Person Record Form.
- The details of the Responsible Person at any given time are clearly displayed in the main entrance of the Service.

Criteria to be determined a Responsible Person

- The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and must only place a person in day-to-day charge if:
 - The person has attained the age of 18 years; and
 - The Approved Provider or Nominated Supervisor have undertaken reasonable steps to ensure the person has adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service and be a 'fit and proper' person for the role.
- The Approved Provider or Nominated Supervisor must also have regard to the matters outlined in Regulation 117B 2(a) and 2(b) of the *Education and Care Services National Regulations*.
- Consideration is given to the person's knowledge and understanding of the following:
 - the Education and Care Services National Law and the Education and Care Services National Regulations
 - managing an early childhood service
 - employment conditions
 - Child Protection responsibilities
 - Little Adventures Early Learning policies and procedures.
 - ECA Code of Ethics and Little Adventures Early Learning Code of Conduct
- A person may be placed in day to day charge of the service, if:
 - The person is placed in day-to-day charge by the Approved Provider or Nominated Supervisor of the service; and
 - The person consents to the placement in writing.

Legal responsibility: this role does not add any additional legal responsibilities; it has the same legal responsibilities as the general educator at the service.

Handover Procedure: If the Responsible Person leaves the premises during operating hours, they must formally delegate their responsibility to another qualified educator and document this handover.

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Educational Leader

- The Service has an Educational Leader who oversees the development and implementation of the Service's educational curriculum.
- A specific job description is provided to the educational leader that clearly outlines the roles and responsibilities of the position.
- The Educational Leader is designated in writing by the Approved Provider and the Educational Leader accepts this designation in writing.

Students, Volunteers and Visitors

- LAEL recognises the importance of supporting students who are studying early childhood education and care qualifications. This means that staff may, at times, be required to provide appropriate supervision for students when they are completing a practicum placement at the centre.
- All students and volunteers at the service are to be approved by the Nominated Supervisor/Responsible Person. The nominated Supervisor/Responsible Person will provide them with a thorough induction and orientation, ensuring they are made aware of all service policies and procedures.
- All students, volunteers and visitors must sign the Visitors, students and volunteers record on arrival to, and departure from, the centre each day that they attend.
- All students and volunteers over 18 years of age must hold a current Working with Children Check.
- Students, volunteers and visitors are never left alone with children and must be supervised at all times. Students and volunteers agree in writing that they understand the requirement to be supervised at all times.
- All visitors, including family members of staff, must first check in with the Nominated Supervisor/Responsible Person. The Nominated Supervisor/Responsible Person will deliver a message or arrange a personal meeting in the staff/planning room if necessary. In an emergency, staff will be notified immediately.

References

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- *Early Childhood Australia Code of Ethics*
- *CELA – Participation of Volunteers and Students, and Determining the Responsible Person sample policies*
- Australian Child Care Alliance NSW – <https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>
- Dr Brenda Abbey (Childcare by Design)

Policy Review

The Service encourages staff and parents to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.