

STAFFING ARRANGEMENT POLICY & PROCEDURE

Sections 56, 56A, 161, 161A, 162, 162A, 165-175, Regulations 35, 77-80, 82-85, 90, 93-96, 99-102, 102B, C, D, 1171, B, C, 123-126, 136, 145-150, 155-156, 168, 170-174

STAFFING ARRANGEMENT POLICY

Policy Statement:

We are committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

Background:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements.

Quality Area 4 of the National Quality Standard has two standards that focus on staffing arrangements. The Guide to the National Quality Framework (Quality Area 4) notes that, 'These standards are crucial to delivering quality outcomes for children under the National Quality Framework because:

- Professional and collaborative relationships between management, educators and staff support continuous improvement, leading to improved learning experiences and outcomes for children;
- Careful organisation of staff contributes to the continuous support of each child's learning and development in an effectively supervised environment;
- Professional standards set quality benchmarks for educators' practice and relationships.'

Our service's policy and procedures about staffing can help promote an environment in which children are provided with optimal quality education and care, and educators, staff, nominated supervisors, co-ordinators, volunteers and students receive professional and wellbeing support.

QUALITY AREA 4: STAFFING ARRANGEMENTS

4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports 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	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

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Legislative Requirements:

Regulation 35 - Notice of Addition of New Nominated Supervisor

- To add a new nominated supervisor at the service, according to law you must include the following: Name of service, service approval number, name and contact details of the contact person for the application, the full name and contact details of new nominated supervisor and the date the new nominated supervisor commences work in the role.

Regulation 77 - Health, Hygiene and Safe Food Practices

- All nominated supervisors, staff members and volunteers have adequate health and hygiene practices and have all completed a federally approved food handling course, 'Do Food Safely' ensuring safe practices for handling preparing and storing food.
- Responsible Person (Director) is trained as food handling supervisor and ensures all health, hygiene and safe food practices are followed in line with the Australian New Zealand Food Standards Code.
- All staff and volunteers are aware of food handling standards and are ensuring these safe practices occur daily.
- All staff will wear blue gloves to serve food, washing their hands before and after the process and children use tongs to take food from shared platters, washing their hands before and after the process.

Regulation 78 – Food and Beverages

- All children and staff will have access to safe drinking water at all times.
- Children are offered food and beverages throughout the day and a consistent supply will be readily available for children independent of adults.

Regulation 79 – Service Providing Food and Beverages

- The Centre will follow the ACECQA National Quality Standards (NQS) and Nutritional Australia guidelines when planning weekly menus.
- Meals and snacks will consist of fresh fruits, vegetables, and wholegrain carbohydrates, with occasional 'sometimes' category foods as part of a balanced nutrition plan.
- Meals will vary with at least one vegetarian option each week and all dietary, health and cultural requirements of children are catered for, and taken into consideration, at each meal.
- Children will be encouraged to try new foods, and their dietary preferences will be respected. No child will be forced to eat something they do not like or that conflicts with their cultural, religious, or dietary requirements.
- Educators will incorporate nutritional education into the program, following evidence-based guidelines such as the ACECQA National Quality Framework, 'Eat a Rainbow' program, and Nutrition Australia recommendations.
- Food and beverages will never be used as rewards or punishments.
- The Centre will ensure that all children who are hungry have access to food and beverages.

Regulation 80 – Weekly Menu

- The Centre will follow the ACECQA National Quality Standard (NQS) and the Nutrition Australia guidelines when planning weekly menus.
- Families will receive a copy of the Centre's nutrition policy through the family information package and prominently displayed posters and pamphlets.
- Drinking water will be readily available, and milk will be provided during breakfast and snack times. The weekly menu is displayed in the foyer at all times, accurately explaining the food and beverages on offer each day.
- A digital copy of the meals of the day and what a child has eaten is sent to the families daily.

Regulation 82 – Tobacco, Drug and Alcohol Free Environment

- All children are educated and cared for in an alcohol, tobacco and drug free environment.

Regulation 83 – Staff Members not to be Affected by Alcohol or Drugs

- The approved provider must ensure that a nominated supervisor, staff member, or a volunteer at service is not affected by alcohol or drugs (including prescription medication) so to impair the person's capacity to supervise or provide education and care to the children at the service
- A nominated supervisor must not, while educating and caring for children for the service, consume alcohol or be affected by alcohol or drugs

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Regulation 84 – Awareness of Child Protection Law

- The approved provider must ensure that a person who is the nominated supervisor of the service, a staff member of the service, a volunteer at the service or a student who participates in the service who works with children is advised of:
 - The existence and application of the current child protection law;
 - Any obligations that the person may have under that law.

Regulation 84A – Sleep and Rest

- The approved provider and nominated supervisors take responsible steps to ensure that all children's needs for sleep and rest are catered for at the service, regardless of age, meeting the individual needs and developmental stages.

Regulation 84B – Sleep and Rest Policies and Procedures

- The sleep and rest policies and procedures must address:
 - How children will be protected from risks identified in a risk assessment conducted under regulation 84C;
 - How the sleep and rest needs of children are being met and considered;
 - How health care needs of individual children are met;
 - How requests from families about a child's sleep and rest and cultural preferences are considered;
 - How the Centre supervises and monitors during sleep and rest periods, including:
 - a) Method and frequency of checking safety, health and wellbeing of children during sleep & rest times;
 - b) The documentation of sleep and rest periods.
 - Consideration of the current health guidelines on best practices are adopted to ensure the safety for children during sleep and rest;
 - Induction, training and knowledge for all staff to ensure they understand and action best practice for sleep and rest for children in the Centre;
 - Location and arrangement of sleep and rest areas is identified and meets the needs of the children;
 - Safety and suitability of bedding and bedding equipment in regards to ages and development stages of the children;
 - Management of potential hazards for sleep and rest areas and when a child is sleeping and resting;
 - Management of physical safety and suitability of sleep and rest environments, including, temperature, lighting and ventilation;
 - Sleep and rest policies are communicated with parents and families.

Regulation 84C – Risk Assessments for Purposes of Sleep and Rest Policies and Procedures

- A sleep and rest risk assessment is conducted in accordance with the regulation, at least every 12 months and as soon as becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.
- A risk assessment must have the following:
 - The number, ages and developmental stages of children being educated and cared for by the Centre;
 - The sleep and rest needs of the children cared for, including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest by the Centre;
 - The suitability of staffing arrangements to supervise and monitor during sleep and rest periods;
 - The level of knowledge and training of staff to supervise during these periods;

Regulation 85 – Incident, Injury, Trauma and Illness Policies and Procedure

- The incident, injury, trauma and illness policies and procedures must be followed by nominated supervisors and staff members and volunteers when a child is injured, becomes ill or suffers a trauma.

Regulation 90 – Medical Conditions Policy

- All pre-existing medical conditions are recorded upon enrolment in the Centre and medical plans and medications given to the Centre by families.
- New medical conditions while at the Centre, are recorded and records updated, with families providing new medical plans and medications.
- All medical conditions are recorded and medications safely secured in the First Aid cupboard or fridge if required.
- All medications are to be given following the prescription or medical plan.

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- If short-term medication is required, a 'Medication Record' must be filled in each time it is administered, specifically following the prescription. Families must sign the 'Medication Record' before the Centre administers the medication and each time it is, a staff member must witness the medication being administered. eg, if given 4 times over 24 hours, it will be administered every 6 hours and given 6 hours after the family has administered it.
- When the Centre is made aware of a medical condition, a medical risk minimisation plan will be developed in consultation with families of children with specific health care needs, allergies, or relevant medical conditions to assess and minimise risks related to the child's condition and food safety. Families and the Director will sign the final copy and all relevant staff will be made aware of the medical condition and plan.
- All children with a medical or dietary condition will have a photo of themselves and the condition in relevant spaces in the Centre, the staff room, the kitchens' and their relevant room.

Regulation 93 – Administration of Medication

- Approved provider and nominated supervisor must ensure the administration is authorised and is in accordance with regulation 95 and 96.
- Medication is allowed to be given to a child if it has previously been shared with the Centre either through a medication action plan or a medication prescribed by a medical professional and authorised by the parent (in regulation 92).
- In case of an emergency, medication can be administered if parents provide verbal consent to administration of medication or if a parent or person named in the enrolment cannot be reasonably contacted by a registered medical practitioner or emergency service.

Regulation 94 – Exception to Authorisation Requirement – Anaphylaxis or Asthma Emergency

- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency.
- In this event the approved provider or nominated supervisor must ensure the parent or in serious cases the emergency services as soon as possible.

Regulation 95 – Procedure for Administration of Medication

- If medication is administered, it must be prescribed by a registered medical practitioner from its original container, bearing the original label with the name of the child to whom the medication is to be administered before the expiry or used by date. It must be from its original container, bearing the original label and instructions.
- The medication must be administered in accordance with the instructions attached to the medication or written instructions by a registered medical practitioner.
- When administered this MUST be witnessed by another person, checking the dosage of the medication administered and the identity of the child to whom the medication is to be administered.

Regulation 96 – Self-Administration of Medication

- The Centre does not allow the children to self-administer medication.

Regulation 99 – Children Leaving the Education and Care Service Premise

- The approved provider, nominated supervisor and responsible person (Director) must ensure that a child who is being cared for at the service does not leave the premises except in accordance with the sub-regulation.
- The child may only leave the relevant premise if the child:
 - a) Is given into the care of:
 - A parent of the child;
 - An authorised nominee named in the child's enrolment record;
 - A person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.
 - b) Leaves the premise in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record.
 - c) Is taken on an excursion with written permission.
 - d) Is given into the care of a person or taken outside the premise:
 - Because the child requires medical, hospital and ambulance care or treatment;
 - Because of another emergency.

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e) In this regulation, 'parent' does not include a parent who is prohibited by a court order from having contact with the child.

Regulation 100 – Risk Assessments Must be Conducted Before the Excursion

- The approved provider, nominated supervisor and responsible person (Director) must ensure a risk assessment is carried out in accordance with Regulation 101 before an authorisation referred to in Regulation 102 is sought for an excursion.
- A risk assessment is not required for an excursion if:
 - The excursion is a regular outing;
 - A risk assessment has been conducted for the excursion;
 - The risk assessment has been conducted not more than 12 months before the excursion is to occur.

Regulation 101 – Conduct of Risk Assessment for Excursion

Risk assessment must identify and assess the risks that may pose safety, health or wellbeing threats to a child and how these will be managed and assessed.

- Risk assessments must consider:
 - Proposed route and destination, water hazards, risks associated to water-based activities;
 - If involving transport, the means of transport, requirements for seatbelts or safety restraints under Federal and South Australian law, entering and exiting the Centre to access the transport mode and embarking and disembarking, including how each child is accounted for.
- Risk assessments must consider the number of adults and children on the excursion and the risks posed by the excursion and whether the number of educators and/or responsible adults is appropriate or whether adults with specialised skills are required.
- Risk assessments must consider the safety of the activity, the time needed and items that must be taken on the excursion.

Regulation 102 – Authorisation for Excursion

- Written authorisation for parent or caregiver (as noted on child's enrolment) has been provided.
- The authorisation must state: child's name, reason for the excursion, if the authorisation is for a regular outing or an excursion, if an excursion the date of the excursion, if the excursion involves transport, type of transport, if seatbelts or safety restraints are required, proposed activity, period of time away from the Centre, anticipated number of children attending the excursion, the anticipated ratio of staff and adults accompanying and supervising the children and explanation that a risk assessment has been prepared and is available to be viewed.
- If the excursion is a regular outing, authorisation is required once in a 12 month period.

Regulation 102B – Transport Risk Assessment Must be Conducted Before Service Transports Child

- The approved provider must ensure a risk assessment is carried out in accordance with Regulation 102C before an authorisation referred to in Regulation 104D.
- Nominated Supervisor of the service must ensure a risk assessment is carried out in accordance with Regulation 102C before an authorisation referred to in Regulation 104D.
- A risk assessment is not required if it is a regular transportation or a general risk assessment has been conducted for the regular transportation of the child within the previous 12 months.

Regulation 102C – Conduct of Risk Assessment for Transporting of Children by the Education and Care Service

- Risk assessments must include First Aid assessed risks and include disembarking and embarking transport mode.

Regulation 102D – Authorisation for Service to Transport Children

- The approved provider, nominated supervisor and/or responsible person (Director) must ensure a child in their care is not transported by the Centre unless written authorisation has been given by parent or person authorised in their enrolment.
- The authorisation must be given by a parent or other person given authority in the child's enrolment record to authorise the child being transported by the service or on transportation arranged by the service and must state:
 - The child's name;
 - The reason the child is being transported;
 - If the authorisation is for regular transportation, a description of when the child is to be transported;

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- If the authorisation is not for regular transport, the date on which the transport is for;
- A description of the proposed pick-up location and destination;
- The means of transport;
- The period of time during which the child is to be transported;
- That a risk assessment has been prepared and is available at the Centre;
- That written policies and procedures for transporting children are available at the Centre;
- If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.

Regulation 117A – Placing a Person in Day to Day Charge

- The person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service and the person consents to the placement in writing.

Regulation 117B – Minimum Requirements for a Person in Day to Day Charge

- The approved provider or nominated supervisor of the service must ensure the person in day-to-day charge of the Centre is over the age of 18 years and has adequate knowledge and understanding of the provision of education and care to children and the ability to effectively supervise and manage at the service.
- The person's history must comply with all laws and regulations.

Regulation 117C – Minimum Requirements for a Nominated Supervisor

- The minimum requirements for a person as nominated supervisor at the service are, they must be 18 years or over, have adequate knowledge and understanding of the provisions of education and care to children and have the ability to effectively supervise and manage staff.
- The person's history must comply with all laws and regulations.

Regulation 118 – Educational Leader

- The approved provider of the service must designate in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service.

Regulation 122 – Educators Must be Working Directly with Children to be Included in Ratios

- An educator is not to be included in calculating educator-child ratios of the Centre, unless the educator is working directly with the children at the service. This definition of an educator includes an early childhood teacher or suitably qualified person.

Regulation 123 – Educator to child ratios – centre-based services

- The ratio at our Centre, in line with regulations, is children aged over 36 months (3 years old) to and including preschool (Kindergarten) aged children – 1 educator to 11 children.

Regulation 125 – Application of Division 4

- This division prescribes the educational requirements for all educators educating or caring for children at the service under Section 169 (2) (4) of the Law.

Regulation 126 – Centre-based Services – General Educator Qualification

- The qualifications in place at the service to meet the Law:
 - At least 50% of educators hold or are actively working towards at least an approved Diploma Level education and care qualification, Early Childhood Teachers are included in this ratio
 - All other educators who are required to meet the relevant educator to child ratios for the service must hold or actively be working towards at least an approved certificate III level education and care qualification.
 - (1A) The qualification requirements in subregulation (1) (b) do not apply to an educator if the educator has been employed by the approved provider on a probationary basis for not more than 3 months.
- The qualification requirements for educators at the service educating and caring for children

Regulation 136 – First Aid Qualifications

- At least one staff member or nominated supervisor holds a current approved First Aid qualification, anaphylaxis management training and emergency asthma management training.
- The approved first aid qualification is current only when emergency life support training and cardiopulmonary resuscitation training was completed in the last year.

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Regulation 145 – Staff Record

- The approved provider must ensure that a staff record is kept for service, which must include:
 - The information about the nominated supervisors (reg 146)
 - The information about staff members (reg 147)
 - The information about the educational leader (reg 148)
 - The information about volunteers (reg 149)

Regulation 146 – Nominated Supervisor

- The staff record must include the following information in relation to each nominated supervisor:
 - Their full name, address and date of birth;
 - Evidence of any relevant qualification or, if applicable, that the nominated supervisor is actively working towards that qualification as provided in Regulation 10.
- Evidence of any approved training (including First Aid) completed by the nominated supervisor.
- A working with children check certificate and expiry date to be on file.
- Both nominated supervisors teacher registration, number and expiry date of the registration.

Regulation 147 – Staff Members

- The staff record must include the following information in relation to each nominated supervisor:
 - Their full name, address and date of birth;
 - Evidence of any relevant qualification or if applicable that the nominated supervisor is actively working towards that qualification as provided in Regulation 10.
- Evidence of any approved training (including first aid) completed by the nominated supervisor.
- A working with children check certificate and expiry date to be on file
- If a teacher, their teacher registration number and expiry date of the registration must be on record

Regulation 148 – Educational Leader

- The staff record must include the name of the person designated as the educational leader in accordance with Regulation 118.

Regulation 149 – Volunteers and Students

- The staff record must include the following information in relation to each student or volunteer who participates at the Centre:
 - Full name, address and date of birth of the student or volunteer;
 - A copy of their working with children check is required, with the number and expiration date;
 - Except if a registered teacher, a record of their teacher registration is required and the expiry date.
- The Centre is also to keep a record of each day on which the student or volunteer participates in the service, the date and the hours of participation (Passtab)

Regulation 150 – Responsible Person

- The staff record must include the name of the responsible person at the Centre each time the children are being educated for by the service.

Regulation 155 – Interactions with Children

- The approved provider must take reasonable steps to ensure that the service provides education and care for children in a way that:
 - Encourages the children to express themselves and their opinions;
 - Allows the children to undertake experiences that develop self-reliance and self-esteem;
 - Maintains at all times the dignity and rights of each child;
 - Gives each child positive guidance and encouragement toward acceptable behaviour;
 - Has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.

Regulation 156 – Relationships in Groups

- The approved provider must take reasonable steps to ensure that the service provides education and care for children with opportunities to interact and develop respectful and positive relationships with each other and with staff members of and volunteers at the service.

Regulation 168 – Education and Care Services Must Have Policies and Procedures

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

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Regulation 170 – Policies and Procedures to be Followed

- Nominated Supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the Centre.

Regulation 171 – Policies and Procedures to be Kept Available

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC office.

Regulation 172 – Notification of Change of Policies and Procedures

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice

Regulation 173 – Prescribed information to be displayed

- In the Centre you will find displayed:
 - Approved Provider: their name, approval number and conditions on the provider approval;
 - Service Approval: the name of the education and care service, service approval number, any conditions on the service approval;
 - The name of each nominated supervisor;
 - Rating of the service: the current rating level for each quality area stated in the NQS, the overall rating of the service;
 - Service waivers or temporary waivers held by the service: the regulations that have been waived, the duration of the waiver and whether the waiver is a service or a temporary waiver.
- For purposes of section 172 (2) (f) of the Law these should also be displayed:
 - The hours and days of operation of the Centre;
 - The name and telephone number of the person at the Centre to whom complaints may be addressed;
 - The name and position of the responsible person in charge of the Centre at any given time;
 - The name of the educational leader;
 - The contact details of the Regulatory Authority;
 - IF APPLICABLE: a notice stating that a child has a diagnosed risk of anaphylaxis is enrolled at the service;
 - IF APPLICABLE: a notice stating that there has been an occurrence of an infectious disease at the centre.

Regulation 174 – Time to notify certain circumstances to Regulatory Authority

- A notice must be provided within 14 days' of the relevant event or within 14 days' of the approved provider becoming aware of the relevant event

Principles to inform the policy:

- All decision-making should be carried out in accordance with the principles of the service's Staffing Policy.
- We prioritise the health, safety and wellbeing of children. With quality practices for staffing arrangements, we ensure that our educators, staff, volunteers and students safeguard the children at all times.
- Our educators, staff, volunteers and students are guided by a high level of professional standards. We provide position descriptions for our staff as well as training in, and regular reflections on, our code of conduct, Early Childhood Australia's (ECA) Code of Ethics, and any relevant standards related to their qualifications (eg the Australian Professional Standards for Teachers).
- We are committed to good governance and quality management. Our responsible person is appointed in line with regulatory requirements and ensures that the service is effectively supervised and managed.
- We value the important role of volunteers and students on practicum placements. They are provided with the necessary training and support to ensure they are familiar with our policies and procedures.

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Key Terms:

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Australian Professional Standards for Teachers:** The Standards are a public statement of what constitutes teacher quality. They provide a framework which makes clear the knowledge, practice and professional engagement required across teachers' careers. They also inform the development of professional learning goals, provide a framework by which teachers can judge the success of their learning and assist self-reflection and self-assessment
- **Code of conduct:** Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.
- **Code of ethics:** Together with a code of conduct, a code of ethics helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards, especially when there are conflicting obligations or responsibilities. The Guide to the NQF references ECA's Code of Ethics, although compliance with the Code is not mandatory under the National Law and Regulations.
- **Nominated supervisor:** Must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:
 - Educational programs (section 168)
 - Supervision and safety of children (sections 165–167)
 - Entry to and exit from the premises (section 170; regulation 99)
 - Nutrition and food and beverages (regulations 77–80)
 - Administration of medication (regulations 93–96)
 - Drugs and alcohol (regulations 82–83)
 - Sleep and rest (regulations 81)
 - Excursions (regulations 100–102)
 - Transportation (regulations 102B–102D)
 - Staffing ratios and qualifications (regulations 123–128).
- **Professional Standards:** Professional standards guide practice, interactions and relationships. The standards inform educators and staff of their responsibilities in relation to one another and to the children and their families.
- **Responsible person:** A responsible person is:
 - the approved provider or a person with management or control
 - a nominated supervisor
 - a person in day-to-day charge of the service.
 The approved provider is responsible for assessing a person's suitability as responsible person.
- **Right to Disconnect:** The 'right to disconnect' legislation is designed to regulate and set limits on out-of-hours communication between employers and employees. Rather than banning all forms of after-hours contact, the law focuses on creating reasonable boundaries to protect employees' personal time.
- **Working with Children Check (WWCC):** A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:
 - (a) the person has been assessed as suitable to work with children; or
 - (b) there has been no information that if the person worked with children the person would pose a risk to the children; or
 - (c) the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Links to other policies:

Refer to related policies and procedures,

- Incident, injury, trauma and illness
- Dealing with medical conditions in children
- Emergency and evacuation
- Delivery of children to, and collection from, education and care service premises

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- Excursions
- Providing a child safe environment
- Sleep and rest for children
- Nutrition, food and beverages, dietary requirements
- Interactions with children
- Enrolment and orientation
- Governance and management
- Dealing with complaints
- Safe transportation of children

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

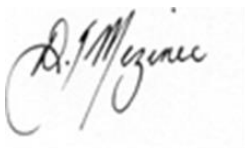
Monitoring, Evaluation, and Review:

- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

1. ACECQA
2. South Australian Health Policy and Regulations
3. Catholic Education South Australia Policy and Regulations
4. Fair Work Commission, Australian Federal Government, <https://www.fwc.gov.au/issues-we-help/right-disconnect-disputes/what-right-disconnect#:~:text=Outside%20their%20working%20hours%2C%20employees,or%20members%20of%20the%20public>

Reviewed by David Mezinac
*Tenison Woods College Principal
& ELCC Nominated Supervisor*



Signed:
Dated: 18.12.24

Reviewed by Fran Scanlon
ELCC Director



Signed:
Dated: 18.12.24

STAFFING ARRANGEMENT POLICY & PROCEDURE

Sections 56, 56A, 161, 161A, 162, 162A, 165-175, Regulations 35, 77-80, 82-85, 90, 93-96, 99-102, 102B, C, D, 1171, B, C, 123-126, 136, 145-150, 155-156, 168, 170-174

STAFFING ARRANGEMENT PROCEDURE

Procedure Statement:

Tenison Woods College Early Learning & Community Centre considers the safety of families, children and staff is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are practiced and reviewed every three months; however, due to extended hours of business, the ELCC will ensure that all families are made aware of, and the children will be involved in practice evacuations throughout the year.

Procedure:

Location

This policy and procedure will be kept in the ELCC foyer, on the Tenison Woods College website, and online for staff to access in the Centre's digital files.

Location and Accessibility

- Where the procedures will be kept:
 - A copy of the Staffing Policy and Procedures will be kept in the foyer of the Early Learning & Community Centre;
 - Digital copies will be accessible through the Tenison Woods College website and staff portal;
 - Printed copies will be available in the staff workroom.
- Review Schedule:
 - The procedures will be reviewed every two years, when deemed required by the Director or as required by changes in regulations or the Enterprise Agreement.
- Monitoring Systems:
 - Passtab located in the foyer for visitors, students to sign in and out on. If a staff member leaves during their shift, they are required to sign in and out;
 - Quarterly review meetings with staff to discuss implementation and any issues related to staffing procedures;
 - Professional development activities recorded and reviewed as occur;
 - Annual performance appraisals to include adherence to staffing procedures.

Recruitment and Qualifications

- Recruitment Process for qualified staff:
 - Positions are advertised online;
 - Panel interviews are conducted, followed by referee checks;
 - Successful candidates receive a position offer and a letter of appointment;
 - Minimum qualifications are based on National regulations.
- Recruitment Process for unqualified staff:
 - Similar process as for qualified staff;
 - Appointments can be made at the discretion of the Director and the Principal.
- Criminal History Check:
 - Catholic Police Check with 100 points of identification required;
 - Working With Children Check is required for all staff, students or volunteers
- Equal Employment Opportunities:
 - The service is committed to equal employment opportunities for all and is sensitive to the needs of applicants from disadvantaged groups, particularly people with language difficulties and cultural differences;
 - The principle of reasonable adjustment will be applied for applicants with disabilities;
 - Equitable access to training and development opportunities will be ensured.

STAFFING ARRANGEMENT POLICY & PROCEDURE

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Code of Conduct

- All staff must follow the Catholic Education South Australia (CESA) Code of Conduct. https://www.cesa.catholic.edu.au/_files/f/4890/CodeofConduct_SACCS_May2020.pdf
- Through signing their contract with the Centre, staff are agreeing to the terms of the code of conduct and the Centre's policies and procedures that were provided upon employment.
- The Code of Conduct outlines expected behaviours, professional boundaries, and ethical standards.
- Violations of the Code of Conduct will be addressed through the Centre's complaints and grievances procedures.

Privacy and Confidentiality

- All staff must abide by the Centre's 'Privacy and Confidentiality Policy and Procedure.'

Responsible Person

- Designated by Nominated Supervisor's David Meziniec and Michelle Coote.
- The responsible person is the Centre Director when onsite.
- 'Service Supervisor Consent Form' from CESA must be completed by the Centre Director and kept on file.
- 'Additional Service Supervisor Consent Form' from CESA must be completed by any staff that will be the responsible person in the Centre upon the Director's absence (see Governance and Management policy and procedure).
- The Responsible person will be recorded daily on the ELCC Administration OneNote, updated by either the Director or administration staff.
- The responsible person must meet the qualification requirements as outlined in the national regulations.
- In the absence of the Director, the most qualified person will be the Responsible Person in descending order:
 - Angela Cutting – Deputy Director
 - Alarni Holmes – Educational Leader
 - Alana Fensom – Wellbeing Leader
 - Teaching or diploma staff in order of years of experience and that have signed an additional supervisor document.
 - These staff are – Karissa Chapman, Amy Stephenson, Alana Butler, Ella Jones, Karen Castle, Lisa Gurney, Jodie Reed, Edel Dunne.

In the morning and afternoons after the Director has arrived or left and no other leadership or teachers are present, the opening or closing Diploma staff will be responsible for the operations of the Centre.

All these staff have completed the CESA Additional Supervisor form, as well as the Director as the Supervisor form, acknowledging responsibility and all these staff's experience and backgrounds, making them fit for the positions of responsibility.

- The name of the responsible person will be publicly displayed at all times when children are in care.

Participation of Volunteers and Students on Practicum Placements or Work Experience

- Volunteers and students must discuss with the Director the reasons behind wanting a placement in the Centre before accepted.
- All work experience students and practicum students must provide the Centre with a vocational workplace agreement before they are accepted in the Centre. This must be signed, outlining the roles, responsibilities, and expected conduct.
- All volunteers and students must complete the Tenison Woods College volunteer booklet, complete the Reporting to Risks of Harm, Abuse and Neglect for volunteers (or provide another they have completed within date) and have a current Working With Children Check.
- Volunteers and students must complete an induction program covering the Centre's policies and procedures. This is to be lead by the Director or a leadership member of the Centre.

STAFFING ARRANGEMENT POLICY & PROCEDURE

Sections 56, 56A, 161, 161A, 162, 162A, 165-175, Regulations 35, 77-80, 82-85, 90, 93-96, 99-102, 102B, C, D, 1171, B, C, 123-126, 136, 145-150, 155-156, 168, 170-174

- Volunteers and students must be supervised at all times and cannot be left alone with children.
- Volunteers are mandated notifiers and will need to have knowledge of Work, Health & Safety, Duty of Care, and the service's policies, particularly the policies that address interactions with children, supervision, confidentiality, and training and development.
- Records of volunteers and students will be kept, including full name, address, and date of birth, along with their daily participation details. This will be kept on the whole school Tenison register, to which ELCC administration staff have access too.

Tenison Woods College Students and Teachers

- Before visiting the ELCC, all teachers must follow the protocols set out by the ELCC [ELCC Protocol for TWC classes.pptx](#).
- No students are to be left unsupervised, and students are the responsibility of their teacher not the ELCC staff.
- ELCC staff will ensure all ELCC children are safe at all times and actively supervised.
- All teachers from classes will sign in and out at the ELCC when visiting with their classes, this is to ensure if an issue arises timings and supervision can be tracked.

Outside therapists or specialists

- [Service-Provider-Health-and-Safety-Induction-Checklist.docx](#) or found as Appendix Three.
- All therapist or specialists coming into the Centre to work with children, following the request of the families will fill out and sign the 'Service providers Health and Safety Induction Checklist.'
- This will occur annually and kept digitally in the ELCC, and hard copies provided to WHS Coordinator, Trudi Dempsey.
- All therapists and/or specialists will provide the Centre with their WWCC which will be held on record.
- As a request from family, these therapists will be given permission to work with the children in the Centre, either one on one, in the room environment or observing the child.

Temporary Relief Teachers (TRT), Temporary Relief Diplomas (TRD) or Temporary Relief Cert 3 (TRC)

- A list of relief staff is kept in the administration records.
- It is at the Director's discretion when a relief staff member is required, always ensuring ratios are followed in accordance with national law and regulations.
- Before a relief person is contacted, a meeting has taken place with the Director and a tour of the Centre.
- The relief person is required to fill in a pack and read induction papers before starting in the Centre. This includes a code of conduct.
- In the morning of the relief days, the relief person will meet with the Director or member of leadership to be orientated to the Centre.

Documentation and Record Keeping

- Maintain accurate and up-to-date staff records, including qualifications, training, and professional development.
- Ensure all staff hold current Working With Children Checks and First Aid certifications.
- All records will be stored confidentially by the ELCC Administration staff with access only by the Director, Nominated Supervisors (Principal and Vice Principal of Tenison), ELCC Administration, Human Resources Officer, and Payroll Officer.

Staff meetings

- Staff meetings are optional for staff to attend, unless specified by the Director, on these occasions the educators will be remunerated.
- Staff meetings to occur at regular intervals during the term.
- Consideration of parent information nights may take the place of a staff meeting.
- Staff meetings will focus on QIP, issues in the Centre, strategic vision, professional learning, policies and procedures or topics the ELCC leadership deem important.
- An agenda will be released via the Whole Centre OneNote, where staff can add to the agenda any issues or discussion points.

STAFFING ARRANGEMENT POLICY & PROCEDURE

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Roster

- The weekly roster will be sent out before the following Monday, outlining rooms and times of shifts.
- A supervision roster is sent weekly with an outlining of supervision responsibilities for all staff between long day care hours 7.00am – 8.45am and 3.30pm – 6.00pm (*see Active Supervision policy and procedure for further information*).

Communication

- A weekly roster and operations email will be sent out by the Director before the following week.
- All staff are to follow the Centre's Complaint and Grievance Policy and Procedure.
- The Centre has an open-door policy with staff encouraged to raise concerns or issues with the Centre Director. If they do not feel comfortable talking with the Director, concerns can be raised with Nominated Supervisor and Principal, David Meziniec, with approved provider CESA or with ACECQA (further information in the Complaints and Grievances policy and procedure)

Leave

- In accordance with the Current South Australian Catholic Schools Enterprise Agreement 2020, employees are required to take annual leave when the service closes over the Christmas holiday period.
- For leave applications outside of this time for ELCC educators and administration staff an email with proposed days is to be sent to the Centre Director. This application will be approved or denied via email, if approved it will also include your rooms teaching staff for logistic reasons, If approved, you will then fill in a leave form and give to Director to be signed.
- Teachers are allocated 12 weeks holidays a year, unless stated in their contract. Leave outside of these holidays needs to be addressed to the Director and Principal in an email.
- All other ELCC staff has 4 weeks annual leave a year, inclusive of the closure period at the end/start of every year, to be approved by the Director.
- Other types of leave include (as outlined in the EA)
 - Carers Leave
 - Bereavement/Funeral Leave
 - Unpaid Leave
 - Maternity Leave
 - Long Service Leave
 - Special Events leave
 - Family Events leave
 - Leave Without Pay
 - Compassionate Leave
 - Study Leave
 - Jury Duty
 - Professional Development
 - Other

Professional learning

- The Centre will have a set amount of closure days per year prioritising professional learning and the strategic vision of the ELCC, the majority of days will match the College's professional learning days.
- The Centre will cover the costs of professional learning days, in line with the Centre budget and strategic vision.
- Administration staff will book training days including First Aid, Keeping Safe: Child Protection Curriculum, CPR, RRHAN ensuring all staff have valid and up-to-date trainings.
- All staff wanting to complete professional learning outside the Centre PD days need to first discuss with the Centre Director before applying via the EdSmart online platform that goes through levels of approvals, including the Director and Business Manager.
- Teachers are encouraged to do one external professional learning session a year ensuring their professional learning hours are catered for their teacher registration.

STAFFING ARRANGEMENT POLICY & PROCEDURE

		POR/Teachers	Diplomas/ Cert 3's	Trainees
Mentor		Director	ELCC leaders	Ed Leader
Reflection type	Plan	v.3 SRP - TWC Performance and Development Plan	Staff Reflection Process 2024 Educators template (1).docx	Cert 3 course work

- Any staff going on an external professional learning session will present to the whole staff their learnings and implications for the Centre at a staff meeting or another method deemed appropriate by the Director.

Performance and Development

- Probation – 3 months for Cert 3, Diplomas and Teachers, 6 months Leadership.
- Before probation in new job occurs, the Director will have monthly check in's with the new employee, with the third, before the end of the probation period.
- Professional Reflection Plans occur annually at the beginning and end of the year.
- The mentor completes a professional reflection plan as a discussion, letting the staff member discuss the points, recording in the moment and keeping an electronic copy.
- The electronic copy is to be sent to the Director. On completion at the end of the year, the mentors are to send a copy to the person, Director and the administration team.

Right to Disconnect

- Staff have the 'Right to Disconnect,' a law brought in by the Australian Federal government in 2024.
- Outside their working hours, employees can refuse to monitor, read or respond to contact or attempted contact from: their employer, or another person if the contact or attempted contact is work-related (for example, work-related contact from clients or members of the public).
- All communication will be attempted to be sent within Centre operating hours.
- When sent outside working hours, staff will make their own choice to read or wait until they are back at work.
- Family and parent communication during the week must be responded to within 24 hours, if the weekend or away on leave, please put email notifications on so they are aware you are away or that you will respond after the weekend.

Roles and Responsibilities

The approved provider CESA will ensure:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met;
- Ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements;
- Take reasonable steps to ensure that nominated supervisors, educators, staff, volunteers and students follow the Staffing policy and procedures;
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and students, and available for inspection;
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected; or
 - Significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.
- Ensure that the environment is free from the use of tobacco, illicit drugs and alcohol, and the nominated supervisor, educators, staff, volunteers and students are not affected by alcohol or drugs (including prescription medication).

Staff record

- Ensure that a staff record is kept with the details in Regulations 145–152.

Professional standards

- Ensure that all educators, staff, volunteers and students are familiar with ECA's Code of Ethics.
- Collaborate with educators and staff to develop a code of conduct.
- Ensure that all educators, staff, volunteers and students are provided with a copy of, and are familiar with, the code of conduct.

STAFFING ARRANGEMENT POLICY & PROCEDURE

Sections 56, 56A, 161, 161A, 162, 162A, 165-175, Regulations 35, 77-80, 82-85, 90, 93-96, 99-102, 102B, C, D, 1171, B, C, 123-126, 136, 145-150, 155-156, 168, 170-174

- Take appropriate action in the event that the code of conduct is not met.

Responsible person

- Ensure that a nominated supervisor or person in day-to-day charge is present at the service in the absence of the approved provider.
- Ensure that the person in day-to-day charge consents to the placement in writing.
- Ensure that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training.
- Ensure that the nominated supervisor and person in day-to-day charge:
 - Is 18 years old;
 - Has adequate knowledge and understanding of the provision of education and care to children;
 - Has the ability to effectively supervise and manage the service;
 - Has a history of compliance with the Education and Care Services National Law and other relevant laws. This includes any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person.
- Ensure the nominated person completes and signs a Compliance history statement template and a Prohibition notice declaration template (acecqa.gov.au/resources/applications/sample-formsand-templates);
- Ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service;
- Notify the regulatory authority in writing about a new nominated supervisor and if the details of the nominated supervisor change;
- Ensure that the staff record includes the name of the responsible person for each time that children are being educated and cared for.

Volunteers and students on practicum placements

- Ensure that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant).
- Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- Ensure that volunteers and students are not affected by alcohol or drugs.
- Ensure that volunteers and students are informed about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.

The nominated supervisor/the day-to-day responsible person will:

- Ensure that regulatory obligations are met in relation to staffing arrangements;
- Implement procedures for staffing arrangements;
- Ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements;
- Be present at the service in the absence of the approved provider;
- Ensure that they themselves, as well as educators, staff, volunteers and students, are not affected by alcohol or drugs;
- Be aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training;
- Have completed and signed a Compliance history statement template and a Prohibition notice declaration template (acecqa.gov.au/resources/applications/sample-forms-and-templates);
- Ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service;
- Advise the approved provider if they have changed their name or contact details (the regulatory authority is to be notified);

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- Ensure that their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications are met;
- Ensure the staff record includes the name of the responsible person for each time that children are being educated and cared for.

Staff record

- Ensure that a staff record is kept with the details in Regulations 145–152. Professional standards.
- Ensure that all educators, staff, volunteers and students are familiar with ECA's Code of Ethics.
- Collaborate with educators and staff to develop a code of conduct.
- Ensure that educators, staff, volunteers and students are provided with a copy of, are familiar with, and adhere to the code of conduct.
- Take appropriate action in the event that the code of conduct is not met.

Volunteers and Students on Practicum Placements

- Ensure that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant).
- Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- Ensure that volunteers and students are not affected by alcohol or drugs.
- Inform volunteers and students about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.

The educators and staff will:

- Must be aware of, and follow, the Staffing Policy and Procedures;
- Must meet any jurisdictional requirements relating to education and care qualifications, First Aid qualifications, and working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant);
- Must have undertaken current child protection legislation training, including for mandatory reporting requirements and obligations in their jurisdiction;
- Must not be affected by alcohol or drugs and must not consume these while at the service;
- Must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food;
- Should be familiar with ECA's Code of Ethics;
- Must be familiar with, and adhere to, the code of conduct;
- Ensure quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4 – Staffing arrangements).

The volunteers and students on practicum placement must:

- Implement the Staffing policy and procedures;
- Be familiar with ECA's Code of Ethics;
- Be familiar with and adhere to the service's code of conduct;
- Meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant);
- Implement adequate health and hygiene practices and safe practices for handling, preparing and storing food;
- Not be affected by alcohol or drugs and must not consume these while at the service;
- Be familiar with the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma;
- Not subject children to any form of corporal punishment or any discipline that is unreasonable.


STAFFING ARRANGEMENT POLICY & PROCEDURE

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Families in the Centre will ensure that:

- Be familiar with the code of conduct and report any concerns to the approved provider or nominated supervisor/responsible person.
- Be familiar with the code of conduct and report any concerns to the approved provider or nominated supervisor/responsible person.

Appendix One – Supervisor Consent Form



Service Supervisor Consent Form
Preschool, Long Day Care, Outside School Hours Care and Occasional Care Services

OSHC Preschool Long Day Care Occasional Care

* Name of Education & Care Service		* Date of Birth / /	
* Name			
* Home Address			
* Qualifications: an approved diploma or Early Childhood Teaching qualification (or successfully completed two years of such a qualification – please provide letter from educational institution ¹ see below)			
* Experience in an Education & Care setting (at least 500 hours)			
* Description of the individual's ability to effectively supervise and manage an education and care service			
Teachers Registration Certificate Number (if applicable)	No.:	Expiry Date: / /	Childcare Supervisor Certificate Number (if applicable)
* Commencement Date		* Finishing Date	
I, _____ (name of person) accept the designation of Service Supervisor of _____ (name of education and care service) and understand and accept my responsibilities under the Education and Care Services National Law and National Regulations			
Signature (Service Supervisor)	Name:	Signature (Nominated Supervisor i.e. the Principal)	Name:
	Date:		Date:
* Please scan and email to au@casualcare.edu.au		Contact 8011 6179 for assistance if required	

* mandatory field

¹Over Preschool Age: <https://www.qcqa.edu.au/australian-early-childhood-education-qualification-requirements>

²Preschool Age & Under: <https://www.qcqa.edu.au/australian-early-childhood-education-qualification-requirements>

* Please see example, on following page, of how certain sections are to be completed *

Supervisor Consent Form