

Mandatory – Quality Area 4

PURPOSE

This policy will provide guidelines for engaging staff at Goulburn Region Preschool Association Inc, including:

- employing sufficient numbers of educators to meet legislative, policy and service standards
- employing educators with qualifications and experience that meet legislative, policy and centre standards
- providing appropriate supervision to staff and other adults at the centre
- complying with legislation relating to Working with Children Checks and criminal history record checks.

This policy should be read in conjunction with the following GRPSA policies:

- *Code of Conduct Policy*
- *Determining Responsible Person Policy*
- *Participation of Volunteers and Students Policy*

POLICY STATEMENT

1. VALUES

Goulburn Region Preschool Association Inc is committed to:

- ensuring that the health, safety and wellbeing of children at the centre is protected at all times while also promoting their learning and development.
- fulfilling a duty of care to all children attending the centre
- providing accountable and effective staffing and management practices
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community
- employing educators according to policy and funding requirements
- complying with current legislation in relation to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, other staff, students on placement and volunteers at Goulburn Region Preschool Association Inc.

3. PROCEDURES

The Approved Provider is responsible for:

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within

- ensuring that the centre does not operate without a Nominated Supervisor (refer to *Definitions*), as required under the National Law (refer to *Determining Responsible Person Policy*)
- ensuring that there is a Responsible Person (refer to *Definitions* and *Determining Responsible Person Policy*) on the premises at all times the centre is in operation
- ensuring that the Nominated Supervisor, educators and all staff comply with the *Code of Conduct Policy* at all times.
- ensuring that children being educated and cared for by the centre are adequately supervised (refer to *Definitions* and *Supervision of Children Policy*) at all times they are in the care of that centre (National Law: Section 165(1))
- complying with the legislated educator-to-child ratios at all times (National Law: Sections 169(1) & (3), National Regulations: Regulations 123, 355, 357, 360)
- ensuring that all staffing meets the requirements of the National Law, National Regulations and the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*) at all times the centre is in operation.
- complying with current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*
- employing the relevant number of appropriately qualified educators (refer to *Definitions*). Qualifications must be approved by ACECQA (refer to *Background* and *Sources*) (Regulations 126, 361)
- employing additional staff, as required, to provide a quality early childhood education and care program
- ensuring an early childhood teacher (refer to *Definitions*) is working with the centre 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)
- appointing an appropriately qualified and experienced educator to be the Educational Leader (refer to *Definitions*), and ensuring this is documented on the staff record (Regulations 118, 148)
- maintaining a staff record (refer to *Definitions*) 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).
- 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 centre have a current Working with Children Check (refer to *Definitions*) or a Victorian Institute of Teaching (VIT) certificate of registration
- ensuring that the Working with Children Check or VIT registration have been sighted, verified and the details kept on each staff record (Regulations 145, 146, 147)
- completing a fit-and-proper assessment (refer to *Definitions*) 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 centre e.g. for the executive members of a Parent advisory group
- determining who will cover the costs of Working with Children Checks or criminal history record checks (refer to *Definitions*)
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the centre, and that the health, safety and wellbeing of children at the centre is protected (refer to *Participation of Volunteers and Students Policy*)

- ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the centre (Regulation 120)
- ensuring that educator with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training (refer to *Definitions*) in attendance and immediately available at all times that children are being educated and cared for by the centre. As required in the regulations that the centre is operating under at the time. Details of qualifications and training must be kept on the staff record (Regulations 136, 145)
- 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
- ensuring that staff records (refer to *Definitions*) and a record of educators working directly with children (refer to *Definitions*) are updated annually, as new information is provided or when rostered hours of work are changed (Regulations 145–151)
- reviewing staff qualifications as required under current legislation, funding requirements and as part of an annual staff performance appraisal
- ensuring that the Nominated Supervisor, educators/staff, volunteers and students on placement at the centre 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)
- 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 Environment Policy*)
- informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent
- developing and maintaining a list of casual and relief staff to ensure consistency of centre provision
- ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.

All Early Childhood Staff are responsible for:

- consenting to be the centre Responsible Person / Person in day to day charge if requested by GRPSA, by signing staff record
- providing written consent to accept the role of Nominated Supervisor
- at all times that the centre is operational a staff member is appointed as the Responsible Person / Person in day to day charge.
- ensuring that the name and position of the Responsible Person in charge of the centre is displayed and easily visible from the main entrance of the centre
- complying with the GRPSA *Code of Conduct Policy* at all times
- ensuring adequate supervision of children at all times (refer to *Supervision of Children Policy*)
- ensuring the educator-to-child ratios are maintained at all times, that each educator at the centre 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
- developing rosters (if required) in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children

- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the centre, and that the health, safety and wellbeing of children at the centre is protected (refer to *Participation of Volunteers and Students Policy*)
- ensuring that less experienced educators and others engaged to be working with children are adequately supervised
- ensuring educators who are under 18 years of age are not left to work alone and are adequately supervised at the centre
- providing details of their current Working with Children Check or VIT registration for the staff record and renewed as required.
- sighting and recording details of current Working with Children Checks or VIT registrations before staff commence at the centre
- 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)
- ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to *Child Safe Environment Policy*)
- informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.
- 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

Parents/guardians, volunteers and students on placement are responsible for:

- complying with the law, the requirements of the *Education and Care Services National Regulations 2011*, and all GRPSA policies and procedures
- following the directions of staff at the centre at all times to ensure that the health, safety and wellbeing of children is protected.

EVALUATION

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

- regularly check staff records to ensure Working with Children Checks and VIT qualifications are current and complete.
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Nil

AUTHORISATION

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc on 12th November 2012.

Reviewed and Approved: 24th September 2016

Reviewed and Approved: June 2020

REVIEW DATE: JUNE 2023