

Woden Community Service Inc.

ADMINISTRATION - Staffing Policy

Purpose

The Service complies with regulatory staffing requirements at all times.

Strategies and practices

- The Service prefers to recruit educators with the required formal educational qualifications, but also encourages interested applicants new to the sector and school students, who are willing to study early childhood care and education. All educators hold a current Working with Vulnerable People card (WWVP).
- A Supervisor or Certified Supervisor is at the service or contactable at all times education and care are being provided to children.
- The Service has an appointed Nominated Supervisor who has attained the age of 18, has demonstrated an adequate knowledge and understanding of the provision of education and care to children and has the ability to effectively supervise and manage the Service.
- A Responsible Person with adequate knowledge and understanding and the ability to supervise and manage the Service is placed in day to day charge and consents to the placement in writing.
- The Service has designated in writing, a suitably qualified and experienced Educational Leader to lead the development and implementation of the Service's educational program.
- The names and positions of the Nominated Supervisor, the Educational Leader and the Responsible Person in day to day charge at the Service are displayed at the service.
- The Service's policies and procedures are clear and delineate its practices.
- Before commencing at the Service, all educators, staff, students and volunteers are given an induction which includes being made purposefully aware of the Service's policies and procedures, and of their responsibilities under them.
- Educators are given a copy of the WCS Code of Conduct, which is read and signed and kept on the educator's personnel file.
- All educators, staff, students and volunteers sign the WCS fit and proper person form, and receive the Keeping Children & Young People Safe booklet, before commencing at the Service.
- Where applicable, educators enter into a 3 month probation period, which involves regular meetings and progress reports to ensure work performance expectations are met.
- The Service is aware of the requirements – including transitional and saving provisions – for staffing in the Education and Care Services National Regulations 2011 and

meets or exceeds these at all times it provides education and care to children. These provisions include:

- Educator-to-child ratios
 - Educator formal qualifications
 - First Aid, Anaphylaxis and Emergency Asthma Management
 - Rest periods
 - Educators' rest pauses and short absences.
- Educators under 18 years and students and volunteers are never alone with children.
 - The Service maintains a relief educators list and, wherever possible, engages educators on this list to replace absentees.
 - The Service conducts regular team meetings where educators become familiar with each other's strengths and weaknesses and learn how to work best as a team to achieve quality education and care outcomes for children.
 - The Supervisor ensures all educators are familiar with current child protection law and its application to their work at the Service, and are acutely aware of their responsibilities under this legislation.
 - The Service maintains a staff record which includes evidence of educational and other qualifications, and currency and bases all rosters on this sheet to ensure the Service's staffing arrangements comply with regulation at all times.
 - The performance of educators, coordinators and staff members is regularly evaluated and individual plans are in place to support learning and development.
 - All educators use the timesheet and/or sign in sheet to record their arrival and departure times, and their lunch breaks.
 - Whenever leaving the premises, the Supervisor informs the replacement Supervisor. This acceptance of the additional responsibilities by the replacement is a standing arrangement by the replacement. This does not apply to Family Day Care.
 - The Service expects its educators to be diligent and attentive to the children and the children's wellbeing at all times. As team members, they are also expected to be supportive of their colleagues and of students and volunteers.

Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	117A	Placing a person in day-to-day charge
	117B	Minimum requirements for a person in day-to-day charge
	117C	Minimum requirements for a nominated supervisor
	118	Educational Leader
	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—service-based services
	126	Service-based services—general educator qualifications

130-134	Requirement for early childhood teacher—service-based services
135	Early childhood teacher illness or absence
136	First aid qualifications
137-143	Approval and determination of qualifications
145-152	Staff record
153-154	Register of family day care educators
260	Educator to child ration – children over preschool age – centre-based services
261	General qualification for educators – children over preschool age – centre-based services
262	Required qualification to be a qualified educator for children over preschool age
264	General qualifications for educators – centre based services
265	Required qualifications to be a qualified educator – unexpected absences of qualified educator
267	Early childhood teacher – 60 or more children
General transitions and saving provisions	
241	Persons taken to hold an approved early childhood teaching qualification
242	Persons taken to be early childhood teachers Applies to Regs 130-134 on and after 1.1.14 to 1.1.2020
243	Persons taken to hold an approved diploma level education and care qualification
244	Persons taken to hold an approved certificate III level education and care qualification
299	General qualification requirements for educators—children over preschool age Applies to Reg 126

QA	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	4.1.1	The organisation of educators across the service supports children's learning and development.
	4.1.2	Every effort is made for children to experience continuity of educators at the service.
	4.2.1	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 guide practice, interactions and relationships.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
	7.2.2	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

	7.2.3	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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Sources, further reading and useful websites

Useful websites

- Australian Children's Education and Care Quality Authority – www.acecqa.gov.au
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, <http://www.childcarebydesign.com.au/> September 2016

Further reading

- Information for families using child care - fact sheet kit for 2011-2012
<http://education.gov.au/fact-sheet-kit-families-using-child-care> September 2016
- WCS Code of Conduct 2018

Useful websites

- Department of Education and Training - <http://education.gov.au/> September 2016

Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Person Responsible for Review:

Manager, Children's Services.

Implementation Date:	12 th September 2016	Review Date:	October 2020
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Modification History

Date	Sections and/or Paragraphs	Source	Details
16/10/2018	Regulation 168 and 170	ACECQA	Inclusion of Responsible Person at the service
10/2018	Responsible person	Regulation 117	More detail added for Responsible Person, Educational Leader to align with Regulatory requirements.
10/2018	WCS Code of conduct	WCS Code of conduct	Added requirement

Approved by Susan Henderson, Children's Services Manager



Date: 12th September 2016