

## STAFFING POLICY

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### PURPOSE

This policy provides guidelines for the employment of qualified staff in accordance with the requirements of;

- the Children's Services Regulations 2009 and,
- the Department of Education and Early Childhood Development (DEECD) *Victorian kindergarten policy, procedures and funding criteria*.
- complying with legislation relating to Working with Children (WWC) Check, Victorian Institute of Teaching (VIT) registration and meeting Child Safe Standards. 2022.
- The Committee is committed to ensure Eltham Woods Preschool is adequately staffed by experienced Early Childhood Teachers and Educators.

### POLICY STATEMENT

#### 1. Values

Eltham Woods Pre-School is committed to;

- The employment of qualified staff with a range of relevant qualifications and experience to provide an educational program, which meets the needs of all children and families using the centre
- The employment of staff, according to the requirements of the Children's Services Regulations 2009; and for funded kindergarten programs, the DEECD Victorian kindergarten policy, procedures and funding criteria.
- complying with relevant industrial agreements and current legislation in relation to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Worker Screening Act 2020, Child Safe Standards 2022.

#### 2. Scope

This policy applies to all members of Eltham Woods Pre-School staff and committee of management

#### 3. Background and Legislation

##### Background

High quality services with qualified, skilled and supported educators have a long-term positive impact on the trajectory of children's lives. Minimum qualification requirements are specified in legislation for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*The Kindergarten Funding Guide – refer to Sources*).

A current list of approved qualifications is available on the Australian Children's Education and Care Quality Authority (ACECQA) website (refer to *Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator. Application forms are available on the ACECQA website and a fee is required for processing an application.

In addition, there are legislative requirements that there is at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service. These qualifications must be updated as required, and details of qualifications must be kept on an individual's staff record. As a demonstration of duty of care and best practice, ELAA recommends **all educators** have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

Opportunities for professional development are crucial for all educators to ensure that their work practice remains current and aligned to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (refer to *Sources*).

Staff are required to actively supervise children at all times when children are in attendance at the service (refer to *Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, which are based on the qualifications of the educators, and the ages and number of children at the service. Only those educators working directly with children (refer to *Definitions*) can be counted in the ratio.

All educators and staff are required by law to have a current WWC Clearance or be registered with the VIT (refer to *Definitions*). It is also recommended that the Nominated Supervisor and staff with financial responsibilities also have a criminal history record check (refer to *Definitions and Sources*).

Child Safe Standard 4 requires organisations to have policies and procedures in place for the recruitment and selection, supervision, training and performance management of staff (refer to *Child Safe Environment Policy*).

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards 2022
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- Education and Training Reform Act 2006 (Vic) (amended in 2014)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009*
- *National Quality Standard*, Quality Area 4: Staffing Arrangements
- *Privacy Act 1988* (Cth)
- *Privacy and Data Protection Act 2014* (Vic)
- *Worker Screening Act 2020*
- *Worker Screening Regulations 2021* (Vic)

### 4. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Regulatory Authority, National Law, National Regulations etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children

- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

**Criminal history record check:** A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to *Sources*), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

**Early childhood teacher:** A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Educator:** An individual who provides education and care for children as part of an education and care service.

**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the *Early Years Learning Framework* (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

**The Kindergarten Funding Guide:** provides detailed information from the Department of Education and Training (DET) about the types of kindergarten funding available, eligibility criteria, how to apply for funding and how to comply with operational requirements once funding has been granted.

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure the Nominated Supervisor is a fit and proper person with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes or is no longer employed at the service within 14 days.

**Person with management or control:** Each member of the executive committee of the association which is the Approved Provider, who has the responsibility, alone or with others, for managing the delivery of the education and care service.

**Responsible Person:** The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person in day-to-day charge of the service in accordance with the National Regulations.

**Staff record:** A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the WWC Check (Regulations 146–149). A sample staff record is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Victorian Institute of Teaching (VIT):** The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All early childhood teachers are required to be registered with the Victorian Institute of Teaching.

**Working with Children (WWC) Clearance:** A WWC Clearance is granted to a person under Worker Screening legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

**Working with Children (WWC) Check:** The clearance is a legal requirement under the *Worker Screening Act 2020* for those undertaking paid or voluntary child-related work in Victoria. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history.

## 5. Relevant sources and related centre policies

### Sources

- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) [ccyp.vic.gov.au](http://ccyp.vic.gov.au)
- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- ELAA's *Employee Management and Development Kit* developed to support early learning services in the ongoing management and development of their employees. Available from [www.elaa.org.au](http://www.elaa.org.au)
- ELAA's *Early Childhood Management Manual* contains additional information and attachments relating to staffing, including sample position descriptions, sample letters of employment and interview questions. Available from: [www.elaa.org.au](http://www.elaa.org.au)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- The Kindergarten Funding Guide (Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)
- *The Early Years Learning Framework for Australia: Belonging, Being, Becoming*: [www.education.gov.au](http://www.education.gov.au)
- *Victorian Early Years Learning and Development Framework*: [www.education.vic.gov.au](http://www.education.vic.gov.au)
- Working with Children Check unit, Department of Justice and Regulation – provides details of how to obtain a WWC Check: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
- Victoria Police – National Police Record Check: [www.police.vic.gov.au](http://www.police.vic.gov.au)

### Service policies

- *Administration of First Aid Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Child Safe Environment Policy*
- *Child Safe Standards 2022*
- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Curriculum Development Policy*
- *Delivery and Collection of Children Policy*
- *Determining Responsible Person Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

## PROCEDURES

### The Approved Provider and Persons with Management or Control are responsible for:

- complying with the service's *Code of Conduct Policy* at all times
- appointing Nominated Supervisors (refer to *Definitions*) who are aged 18 years or older, fit and proper and have suitable skills, as required under the Education and Care (refer to *Determining Responsible Person Policy*) (National Law, Section 161)
- ensuring that there is a Responsible Person (refer to *Definitions* and *Determining Responsible Person Policy*) on the premises at all times the service is in operation (National Law, Section 162)
- 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 service are adequately supervised (refer to *Definitions* and *Supervision of Children Policy*) at all times they are in the care of that service (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 Kindergarten Funding Guide* (refer to *Sources*) at all times the service is in operation
- complying with relevant industrial agreement and current legislation relating to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Worker Screening Act 2020
- following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the *Child Safe Environment Policy*
- employing the relevant number of appropriately-qualified educators (refer to *Definitions*) with ACECQA approved qualifications (refer to *Background* and *Sources*) (Regulations 126, 361)
- employing additional staff, as required, to assist in the provision of a quality early childhood education and care program
- ensuring an early childhood teacher (refer to *Definitions*) is working with the service for the required period of time specified in the National Regulations, and that, where required, a record is kept of this work (Regulations 130–134, 152, 362, 363)
- 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)
- ensuring that educators and other staff are provided with a current position description that relates to their role at the service
- maintaining a staff record (refer to *Definitions*) in accordance with Regulation 145, including information about the Responsible Person, Nominated Supervisor, the Educational Leader, other staff members, volunteers and students. Details that must be recorded include qualifications, training, Working with Children Clearance as set out in Regulations 146–149. A sample staff record is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- complying with the requirements of the Worker Screening Act 2020, and ensuring that the Nominated Supervisor, educators and staff at the service have a current WWC Clearance (refer to *Definitions*) or a Victorian Institute of Teaching (VIT) certificate of registration (applicable to ECT only).
- confirming the WWC Clearance or confirming VIT registration (ECT only) of all staff prior to their being permitted to be engaged or employed at the service (18 yrs or over)
- confirming the WWC Clearance of all volunteers or students prior to their being permitted to be engaged at the service (18 yrs or over)
- ensuring that a register of the WWC Clearance or VIT registrations is maintained and the details kept on each staff record (Regulations 145, 146, 147, 149)
- determining who will cover the costs of WWC Clearance or criminal history record checks (refer to *Definitions*)
- developing (and implementing, where relevant) an appropriate induction program for all staff appointed to the service
- developing rosters 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 service, and that the health, safety and wellbeing of children at the service 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 service (Regulation 120)
- ensuring that there is at least one 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 service. (Note: this is a minimum requirement. As a demonstration of duty of care and best practice, ELAA recommends that all educators have current approved first aid qualifications and anaphylaxis management training and emergency asthma management training.) 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)
- ensuring that annual performance reviews of the Nominated Supervisor, educators and other staff are undertaken
- reviewing staff qualifications as required under current legislation and funding requirements on an annual basis
- ensuring that the Nominated Supervisor, educators and other staff, volunteers and students 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 all educators and staff have opportunities to undertake professional development relevant to their role
- 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 the *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 service provision
- ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.

**The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
- following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the *Child Safe Environment Policy*
- complying with the service's *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 (Regulation 169(3)), that each educator at the service meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record
- developing rosters in consultation with the Approved Provider in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- ensuring that educators and other staff undertake appropriate induction following their appointment to the service
- ensuring that all educators and staff have opportunities to undertake professional development relevant to their role
- participating in an annual performance review
- 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 service
- providing details of their current WWC Clearance or VIT registration for the staff record
- confirming status of WWC Clearance or VIT registrations of staff
- 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.

**All educators and other staff are responsible for:**

- complying with the service's *Code of Conduct Policy* at all times

- 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
- providing details of their current WWC Clearance or VIT registration and where relevant Criminal Records Check for the staff record
- advising the Working with Children Check Victoria at the Department of Justice and Regulation of any relevant change in circumstances, including change of name, address, contact details and change of employer organisation, including changes to the organisation's contact details
- undertaking the required induction program following appointment to the service
- where the role involves working with children, providing adequate supervision at all times (refer to *Definitions and Supervision of Children Policy*)
- maintaining educator-to-child ratios at all times
- maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training
- participating in an annual performance review
- undertaking professional development relevant to their role to keep their knowledge and expertise current
- supervising educators at the service who are under 18 years of age, and ensuring that they are not left to work alone
- 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*).

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

- reading this *Staffing Policy*
- complying with the Code of Conduct for Parents/Guardians (refer to the *Code of Conduct Policy*) at all times
- complying with the law, the requirements of the *Education and Care Services National Regulations 2011*, and all service policies and procedures
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

**1. EMPLOYMENT OF STAFF**

Employment of all staff is undertaken by the Eltham Woods Pre-School Committee of Management. Key phases and responsibilities of the employment process are;

1. Job Description	Terms and conditions; Key selection criteria	Management committee
2. Advertising	Placing the ad	Management committee
3. Applications	Screening and short listing of applicants	Management sub-committee
4. Interview Panel Selection	Select interview panel from management sub-committee	Management sub-committee
5. Interview Questions	Develop interview questions	Management sub-committee
6. Interviews	Interview applicants	Management sub-committee panel
7. Select Applicant	Issue notices to successful applicant/un-successful applicants	Management sub-committee
8. Appointment	Appointment of applicant. Negotiation of employment agreement. Acknowledgement of terms and conditions	President / Management committee
9. Orientation	Site familiarization	Management committee and current teaching staff
10. Professional Development	Skills and knowledge development	In-service training

**1.1 Job description**

The job descriptions for the Eltham Woods Kindergarten Director, Three Year Old Teacher, and Assistant Teacher are documented in the Eltham Woods Centre Policy document. The job

descriptions are to be consulted by the Committee of Management body in order to achieve the following:

1. Clarify about the type of person that is required to fill the position.
2. Clarify about the terms and conditions of employment, and what is negotiable under these.
3. The formulation of the most appropriate key selection criteria.
4. The formulation of the most appropriate advertisement.

## 1.2 Key selection criteria

- 1.2.1 The Committee of Management body will be responsible for formulating the selection criteria.
- 1.2.2 The selection criteria will specify the essential criteria for fulfilling the position and criteria which is desirable, though not essential.
- 1.2.3 The job descriptions will be consulted.
- 1.2.4 The advertisement may include specific points outlined in the criteria.

## 1.3 Advertising the position

- 1.3.1 The advertisement should be made after the relevant resignation is received in writing by the Committee of Management.
- 1.3.2 The content of the advertisement should include:
  1. Tenure and status of position (temporary/permanent, part time/full time).
  2. Qualifications and experience if relevant. (The applicants may be asked to send evidence of qualifications, and a transcript of studies with letter of application.)
  3. An indication that applicant should supply the names/contact numbers of 2 referees.
  4. The terms and conditions under which the position is to be offered.
  5. A statement about whether all applicants will be notified.
  6. The closing date and address to send application to.
- 1.3.3 Details in respect to cost of advertising, placement of the advertisement, and examples of advertisements are outlined in the K.P.V. document "The Process of Staffing" (Section 3 Employer's manual).

## 1.4 Sub-Committee elected

- 1.4.1 A sub-committee will be formed to analyse the key selection criteria and undergo the further necessary procedures for employing new staff.
- 1.4.2 The sub-committee may consist of up to 5 members.
- 1.4.3 It is desirable that one member of the sub-committee be experienced and trained in the field of early childhood education.
- 1.4.4 The Management Committee may decide to include a non-committee parent representative on the sub-committee if it is deemed advantageous to the employment process.
- 1.4.5 The sub-committee will be responsible for:-



1. Placement of the advertisement.
2. Receiving applications, and then screening/short listing applicants.
3. Contacting all successful applicants for interview.
4. Formulating interview questions and conducting the interview.
5. Selection of successful applicant.
6. Advising unsuccessful applicants.

### 1.5 **Screening/Short Listing**

Details in respect to screening/short listing and contacting successful applicants for interview are outlined in the K.P.V. document "The Process of Staffing" (Section 3 Employer's Manual).

### 1.6 **Interviewing**

- 1.6.1 The interview panel will consist of 3 members from the sub-committee.
- 1.6.2 An additional person may sit in as a scribe to record answers to questions.
- 1.6.3 The interview panel will include a convener who will be a Committee member and who will be responsible for:-
  1. Greeting and introducing the panel to the applicant.
  2. Providing information about the management structure of the service prior to the commencement of the interview.
  3. Partaking in the questions during the interview.
  4. Providing information in respect of the terms and conditions of employment, and when the applicant will be notified about the decision. This will proceed at the conclusion of the interview.
  5. Contacting referees.
  6. Chairing the decision making process for the successful applicant.
  7. Contacting successful applicant.
- 1.6.4 Guidelines for interview questions relating to different staffing positions, the interview venue, and the conduction of the interview are detailed in K.P.V. "The Staffing Process".

### 1.7 **Selection**

- 1.7.1 The 3 members of the interviewing panel will have equal say in decision making.
- 1.7.2 No appointments will be made without checking at least one of the potentially successful applicant's referees.
- 1.7.3 The convener will be responsible for contacting the successful applicant.
- 1.7.4 Guidelines for selection and follow up after the interview are outlined in K.P.V. "The Process of Staffing" (Section 3 Employer's Manual).

### 1.8 **Appointment**

- 1.8.1 The President will be responsible for the appointment of the new staff member.
- 1.8.2 The President and staff member will thoroughly discuss staffing responsibilities and duties (based on the job description), salary and conditions of employment. These must be acknowledged by the staff member.
- 1.8.3 Where applicable, specific terms and conditions will be negotiated.

"If the employee wishes to negotiate the terms and conditions of employment they may, under the Employee Relations Act, appoint a "bargaining agent" to discuss terms of

employment. This may be the relevant union, and therefore the Committee of Management must liaise with the union to finalise terms and conditions." K.P.V. "The Process of Staffing (Section 3 Employer's Manual).

- 1.8.4 All staff over the age of 18 must take the "Person In Charge" examination conducted by the State Government.

## 1.9 Orientation

- 1.9.1 The President/Management Committee will conduct an orientation for the new staff member. This may involve the input of existing staff members.
- 1.9.2 Communication between the Committee and the kindergarten staff is of great importance. All Committee members and other staff are responsible for assisting new staff to settle in and become aware of the policies and philosophies of Eltham Woods Pre-School.

## 2. STAFF & DEVELOPMENT

- 2.1 The administrative structures of the Centre should promote a balance of support and autonomy for staff.
- 2.2 All staff should have appropriate access to in-service and development opportunities.
- 2.3 All staff are to be remunerated at their appropriate pay rate when working with children out of normal hours. Remuneration to be for the number of hours of contact time with children e.g. Father/working parent night, orientation day.

## 3. RELIEF STAFF

- 3.1 The Vice President of the Committee is to be responsible for the arrangements of a relief teacher. A teacher, if sick, is to contact the vice president. If this is not possible, either the president or secretary is to be contacted.
- 3.2 If necessary, the Vice President is responsible for organizing keys for the relieving teacher in the event of a long-term absence.
- 3.3 If the relief teacher cannot be at the kindergarten by the beginning of the session time, 2 authorised people (one staff and one committee member or 2 committee members) will need to open the centre and remain there until the relief teacher arrives.
- 3.4 Relief for assistant teachers may be from a committee member or other parent. If it is a committee member, it cannot be a paid position.
- 3.5 The vice president will arrange for the tax form and other relevant information (bank details, hours worked, and qualifications) to be forwarded on to the treasurer.

## 4. RESIGNATION

- 4.1 When a staff member resigns, the Management Committee should receive the employee's resignation in writing and within the time set down in the relevant award.
- 4.2 When a staff member resigns, retires or has their employment terminated, the Management Committee should provide the employee with a statement of employment. For details of what such a statement should include, Committees of Management should refer to the "Supplement of the Management Handbook" (DHS).

## 5. STAFF ON LEAVE

Staff who take temporary leave - maternity leave, long service leave, leave without pay, adoption leave, study leave - should inform the Management Committee of their intention and/or request for such leave in writing. The Committee will process each request by reviewing and complying with relevant regulations and assessing the individual merit of each case.

## **5.1 Leave without pay**

Staff may request leave without pay from time to time. As the employer, the Committee has the right to grant leave without pay as the Committee sees fit. However, the cost of relief staff will only be provided by D.H.S. under certain conditions. The Committee should refer to the Supplement of the D.H.S. Management Handbook for relief subsidies for staff on "leave without pay".

## **5.2 Long service leave**

Staff are entitled to long service leave of:

- 13 weeks of long service leave on ordinary pay on completing 15 years of continuous employment.
- If termination of employment by either party occurs at 10 years, the employee is entitled to long service leave at the pro-rata equivalent.

For matters regarding entitlements to long service leave and how such leave can be taken, the committee should refer to the "Fair Work Act 2009, Part 5, Division 6" and/or K.P.V. "The Process of Staffing (Section 3, Employer's Manual)."

## **5.3 Maternity/Paternity leave**

For matters regarding entitlements to maternity and paternity leave, the committee should refer to the "Fair Work Act 2009, Schedule 7, Parts 2 and 3" and/or K.P.V. "The Process of Staffing (Section 3, Employer's Manual)."

## **5.4 Adoption leave**

For matters regarding entitlements to adoption leave, the committee should refer to the "Fair Work Act 2009, Schedule 7, Part 4, relevant Award or Employment Agreement." K.P.V. "The Process of Staffing (Section 3, Employer's Manual)."

## **6. STUDENTS**

- 6.1 Students are seen as an important part of the Centre's operation.
- 6.2 The director is to inform the Committee of Management as to the dates of commencement and the duration of student participation.
- 6.3 Students should be made to feel welcome and part of the staff. They should feel free to talk to parents, but should direct any matters relating to the child's progress on problems to the kindergarten teacher.
- 6.4 Students should not be left alone with children, and must not administer medication.

## POLICY CHANGE RECORD

<b>Date</b>	<b>Revision Description</b>	<b>Authority</b>
22/10/2011	Policy number EWPS-19 assigned	EWPS Vice President
22/10/2011	Standard EWPS Policy format applied	EWPS Vice President
2018	ELAA applications	EWPS President
10/ 2020	Read and reviewed – No changes made	
06/2022	Magaret - Reviewed and updated Child Safe Standards Updated 2022 attached checklist for induction	Nom Supervisor COM

**Attachment 1: Staff Orientation Form**

Full name of employee: ..... Start date: .....

Person/s undertaking orientation: .....

	Tick Box
Tour of the service, including security/lock up/keys Alarm Code	
Philosophy/aims of the service provided at interview	
OH & S Basics Discussed - Lifting, Dress Code	
Location of First Aid Kits	
Emergency Evacuation Bags	
Staff employment policies	
Procedure for Illness - Contact numbers	
Communication Medical Folder / Buddy Bags	
Location of Toilets / Procedures related to this.	
Policies and procedures including on the website at <a href="http://home.kindergarten.vic.gov.au/ElthamWoods/our_policies.php">http://home.kindergarten.vic.gov.au/ElthamWoods/our_policies.php</a> .)	
<ul style="list-style-type: none"> <li>• Acceptance and refusal of authorisations</li> </ul>	
<ul style="list-style-type: none"> <li>• Administration of medication &amp; Administration of First Aid               <ul style="list-style-type: none"> <li>● Record keeping</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Asthma</li> </ul>	
<ul style="list-style-type: none"> <li>• Anaphylaxis</li> </ul>	
<ul style="list-style-type: none"> <li>• Child safe environment</li> </ul>	

<ul style="list-style-type: none"> <li>• Code of conduct</li> </ul>	
<ul style="list-style-type: none"> <li>• Complaints and grievances</li> </ul>	
<ul style="list-style-type: none"> <li>• Dealing with infectious diseases</li> </ul>	
<ul style="list-style-type: none"> <li>• Dealing with medical conditions</li> </ul>	
<ul style="list-style-type: none"> <li>• Delivery and collection of children <ul style="list-style-type: none"> <li>● Process for Phone calls relating to this</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Determining responsible person</li> </ul>	
<ul style="list-style-type: none"> <li>• Diabetes</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency and evacuation <ul style="list-style-type: none"> <li>● Location of Emergency Medications / Bags</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Enrolment and orientation</li> </ul>	
<ul style="list-style-type: none"> <li>• Excursions and service events</li> </ul>	
<ul style="list-style-type: none"> <li>• Fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Governance and management of the service</li> </ul>	
<ul style="list-style-type: none"> <li>• Incident, injury, trauma and Illness</li> </ul>	
<ul style="list-style-type: none"> <li>• Interactions with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Nutrition and active play</li> </ul>	
<ul style="list-style-type: none"> <li>• Participation of volunteers and students</li> </ul>	

<ul style="list-style-type: none"> <li>• Privacy and confidentiality (including confidentiality of records)</li> </ul>	
<ul style="list-style-type: none"> <li>• Staffing (including qualifications and WWC check/criminal history record check)</li> </ul>	
<ul style="list-style-type: none"> <li>• Occupational health and safety</li> </ul>	
<ul style="list-style-type: none"> <li>• Sun protection</li> </ul>	
<ul style="list-style-type: none"> <li>• Water safety</li> </ul>	
Water procedures - Buckets / containers / billabong	
Education and Care Services National Regulations 2011	
Education and Care Services National Law Act 2010	
DEECD Victorian Kindergarten, Policy, Procedures and Funding Criteria	
Daily attendance books & Storage	
Emergency contact lists for children	
Filing Cabinets / Locked	
Medication records location	
Accident, injury and illness records location	
Personal staff records	
Visitor register	
Staff communication; for example, diary beside the phone	
Information for payroll	

Professional development request forms	
Staff appraisal forms	
Noticeboards:	
• Committee Contact lists	
• Parent notices by staff	
Industrial Agreement information/employment agreement information	
Position description	
Staff/committee meeting minutes	
List of staff members and contact phone numbers	
Program planning and individual records/storage location	
Process for employing relief/emergency staff:-	
• Looking up WWC check procedure <ul style="list-style-type: none"> <li>• Computer Sign in code</li> </ul>	
• EpiPen/Asthma location	
• Buddy bag and emergency evacuation bag locations	
• Communication book for medical handover	
Emergency/fire drill procedure	



Petty cash/budget information relevant to the position	
Facility agreement (if applicable)	
Maintenance procedures	
Rubbish collection arrangements	
Discussion of all staff members' responsibilities / position descriptions	
Staff/teacher meetings	
Computer logon/email	
Children's sign in book	