

# STAFFING POLICY

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## Mandatory – Quality Area 4

### PURPOSE

This policy will provide guidelines for engaging staff at Alfred Nuttall Memorial Kindergarten, including:

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

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

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

### POLICY STATEMENT

#### 1. VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling a duty of care to all children attending the service
- 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 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 *Working with Children Act 2005*
- continuity of educators at the service
- the further development of staff.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, volunteers, students and parents/guardians at Alfred Nuttall Memorial Kindergarten.

#### 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 Check or be registered with the Victorian Institute of Teaching (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
- *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)*
- *Working with Children Act 2005 (Vic)*
- *Working with Children Regulations 2006 (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 **ANMK Policy General Definitions**.

**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 directly with children:** Working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

**Working with Children (WWC) Check:** The check is a legal requirement under the *Working with Children Check 2005* 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. A WWC Check card, is granted to a person under working with children 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.

## 5. SOURCES AND RELATED 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*
- *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 *Working with Children Act 2005*
- 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. Details that must be recorded include qualifications, training, Working with Children Check (Regulations 146–148). 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 *Working with Children Act 2005*, and ensuring that the Nominated Supervisor, educators and staff at the service have a current WWC Check (refer to *Definitions*) or a Victorian Institute of Teaching (VIT) certificate of registration
- reading the WWC Check or confirming VIT registration of all staff prior to their being engaged or employed as a staff member at the service

- read the WWC Check of all volunteers (unless an exemption applies) prior to them being permitted to be a volunteer at the service
- ensuring that a register of the WWC Checks or VIT registrations is maintained and the details kept on each staff record (Regulations 145, 146, 147)
- determining who will cover the costs of WWC Checks 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 Check or VIT registration for the staff record
- reading of Working with Children Checks 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 Check or VIT registration and where relevant Criminal Records Check for the staff record
- undertaking the required induction program following appointment to the service
- advising the Working With Children Check Unit 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
- 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.

**PROCEDURES SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN**

**Staffing Arrangements**

1. The Approved Provider and the Nominated Supervisor will ensure that, whenever children are being educated and cared for by the service, the relevant number of educators educating and caring for the children will be no less than the number prescribed for this purpose by the National Regulations.
2. At times, when identified by the Nominated Supervisor as necessary for best practice, the staff ratios may be higher than that required, for example, on excursions
3. The Approved Provider and Nominated Supervisor must ensure that each educator educating and caring for children for the service meets the qualification requirements relevant to the educator's role as prescribed by the National Regulations.
4. A responsible person (approved provider, nominated supervisor, person in day-to-day charge) must be present at all times the service is in operation. The nominated supervisor is nominated to the position and consents to the nomination.
5. If time tabling requires, appropriately qualified staff will be employed to replace staff while having lunch breaks.
6. Staff employment arrangements must consider the continuity of staff for children from session to session. This includes a balance between part time and full time staff for each group.

**Staffing First Aid Qualifications**

1. All Teachers and Educators at ANMK hold current and up to date qualifications in general first aid, anaphylaxis and asthma.
2. At all times children are involved in an education program at ANMK, all regular Teachers and Educators in attendance will:
  - (a) have a current approved first aid qualification;
  - (b) have current approved anaphylaxis management training;
  - (c) have current approved emergency asthma management training.
3. The training will be in accordance with training approved by the National Authority.
4. The Nominated supervisor will be responsible for keeping record of training qualifications of staff and ensuring these are updated appropriately.
5. The Approved Provider will be responsible for ensuring all staff are appropriately trained for employment at ANMK. The Nominated Supervisor is responsible for informing the Approved Provider of First Aid training requirements of all staff as prescribed by the National Regulations and this policy.
6. ANMK employed Teachers and Educators (other than those employed under short term contract) will be paid for their time to attend approved first aid, anaphylaxis and emergency asthma management training. Where possible it is preferred that these trainings will be conducted outside of contact hours.

## **Staff Employment and Induction**

Educators and any other staff are employed according to relevant awards and agreements.

Educators and any other staff employed by ANMK should have the terms and conditions of their employment specified in writing at the time of commencing their employment. Once appointed, new employees will be given the appropriate employment letter which outlines hours of work, type of employment, wage components, planning times and other employment considerations such as probationary periods. The employee and committee will be required to sign the letter.

The new employee will be required to provide documentation such as copies of qualifications, police checks, WWCC, VIT Registration. If eligible, the new employee will be required to complete the appropriate paperwork to be appointed as a supervisor.

The Nominated Supervisor of the centre will be primarily responsible for the orientation of the new staff member, including providing copies of the following documentation - Philosophy Statement, Code of Conduct, Job Descriptions and Policies and Procedures. Links will be provided to access the National Law and National Regulations and National Quality Standards. The Director will ensure that all items on the orientation checklist are discussed and planning time requirements discussed. Contact details for staff members and committee members will be provided and the staff member given a thorough tour of the centre and allocated time to be thoroughly orientated to the service's policy and procedures.

Educators and teachers who are appointed in a supervisory role must complete 'fit and proper' requirements, including having a police check at that point in time. This will be paid for by ANMK. ANMK will also pay for all staff employed by ANMK (other than Teachers due to VIT registration including police check and WWCC renewal) to renew their WWCC, which requires renewal every five years, and their police check, which requires renewal every two years.

## **Staff member's children attending the kindergarten**

If staff would like their children to attend the kindergarten program, they need to apply to the committee in writing one month prior to the Centralised Waitlist cut-off date. This provides the committee time to review the request and hold the requested places for staff children if the committee deems this to be appropriate. To be eligible to apply, staff members must have been employed at ANMK for a minimum of 12 months.

Enrolment/ Groupings - If staff member's children are attending ANMK, it is a strong preference that staff will work in an alternate group and therefore do not teach their own children. This may affect the staff member's existing work hours. Other staff members are not to be disadvantaged as a result. Staff are not permitted to bring their own children to Kindergarten if they are sick or at an age where they will need supervision. At other times, e.g. school curriculum days, this will be at the discretion of the Nominated Supervisor and/or Approved Provider.

Committee – Given the inherent conflict of interest, staff members are not permitted to join the Committee of Management, even if their own child/ren are attending ANMK. However, any staff member who has children attending ANMK is encouraged to volunteer for sub-committees or for other voluntary support tasks similar to any other parent.

## **Responsibilities of the Nominated Supervisor**

The Nominated Supervisor of ANMK has responsibility for:

- the day-to-day operational decisions and organisation of the kindergarten
- the day-to-day supervision of staff and staffing issues
- providing the committee of management at each committee meeting with a concise operational report (involving issues of note to strategic operations such as compliance, finance, staffing, funding matters, enrolments, development opportunities, administrative issues or sector updates and changes)

- the day-to-day responsibility for the service in accordance with policies and procedures and the National Legislation and Regulations and National Quality Standards

### **Responsibilities of the Educational Leader**

The Educational Leader has responsibility for:

- fostering a shared vision for children's learning and curriculum development
- leading the development, assessment and review of the education program, in partnership with all staff, families, children and the Committee of Management.
- providing leadership to staff on research, innovations and literature on early childhood education
- developing an environment amongst educators/staff at ANMK which promotes ongoing learning, review and innovation in teaching practice
- guiding other educators in their planning and reflection and mentor colleagues in their implementation practices
- working closely with the Nominated Supervisor if the educational leader role is the responsibility of a staff member other than the Nominated Supervisor
- promoting early childhood education to all members of ANMK and the wider community

### **Staff Records**

Staff must sign in and out daily on the time-sheet provided. The time-sheet is collated and passed onto the Payroll Officer at the end of each fortnight.

### **Staff Meetings and Planning time**

Staff members meet together at least once per term for organised staff meetings. Planning times are organised so that each group team has reflection time together at least once per week. Staff will engage in one professional development day together as a staff team and this may be scheduled on the non-student days held on the first and last days of the teaching year. If the staff day is to be held during a term it must be set at least 6 months in advance so that families have sufficient advance warning of the closure of the centre on that day.

Missed planning time, due to illness for example, can be rescheduled within a week, in agreement with the nominated supervisor. This applies to teachers only and will not be deducted from teacher's sick leave.

### **Staff Appraisals**

Staff appraisals will be conducted annually by the staffing sub-committee. At the start of the kindergarten year, staff are required to develop an annual work plan that is linked to the work plan for the kindergarten and identifies individual objectives, strengths, development opportunities and appropriate professional development activities (see below).

Staff appraisals will be undertaken against the individual work plan during third term. A summary report will be presented to the committee on completion. The approved appraisal format will be used.

Templates to assist with the staff appraisal process:



Performance-Evaluation-and-DevelopmentNotes Template.doc

### **Professional Development**

Alfred Nuttall Kindergarten is committed to continually improving the quality of its kindergarten program and ultimately delivering improved educational outcomes for children. The kindergarten understands the link between the high quality education and the ongoing professional growth of

teachers and educators, and therefore encourages, supports and invests in professional development for staff. The kindergarten sets aside 1.5 per cent of the combined teacher/educator salaries for extending and enhancing the skills and knowledge of staff.

Staff professional development opportunities are identified through the staff appraisal process, program and children needs and kindergarten priorities. Each year, staff are to identify the skills, knowledge and competencies they aim to acquire over the ensuing 12 month period and discuss and agree these with the staffing committee. Staff, in discussion with the Nominated Supervisor, are encouraged to identify workshops or training to attend as identified from the appraisal process. Professional Development requests are presented to the committee for approval.

Teachers are required to complete 20 hours of professional development training each year (before 30 September) to comply with their VIT requirements. These hours will be supported by paid professional development as identified during staff appraisal and agreed by committee.

Following completion of professional development, staff members are required to report back to colleagues and the committee and record completion in their individual work plan.

The kindergarten encourages staff to attend a joint professional development day, which also helps with team building.

### **Relief staff**

The Kindergarten utilises the agencies of McArthur and Relay. If time allows, regular Kindergarten staff will be contacted first and then relief agencies will be contacted. Relief staff must have a current working with children check or VIT registration and copies of relevant qualifications. The Kindergarten will be invoiced by the relief agencies for the payment of the relief staff. A relief staff file is located in the filing cabinet which details relevant and important information. A staff record form must be completed for relief staff members.

If the assistant educator is sick, he/she will contact the responsible person in charge for that group who will organise relief staff. If the teacher is sick, he/she will organise relief staff or contact the Approved Provider. If a replacement staff member cannot be found, the emergency staff absence policy comes into effect.

The relievers folder will contain information regarding:

- Hours and days of operation
- Staff hours of employment
- Location of policy document
- Evacuation procedures, including access to relevant keys
- Timetable/routines
- Emergency Committee Contacts
- Security system details
- Names of staff with current first aid training
- Names of services Primary Nominees and Nominees
- Location of Staff attendance record
- Access to the Children's enrolment records
- Location of the educational programme
- Information about children with special needs e.g allergies
- Location of Medication and accident book
- Location of Attendance book

In addition to (or as an alternative to) relief agencies, the kindergarten may also utilise ANMK Temporary Staff. ANMK Temporary Staff are those qualified teachers and educators who: (a) are known to ANMK (whether as a past ANMK staff member or reliever); (b) have up-to-date records (qualification certifications, working with children check or VIT, police check, written acknowledgment of ANMK's policies, Code of Conduct and Privacy and Confidentiality Policy) on file with ANMK; and (c) have their details entered into the ANMK payroll system. Payment of ANMK Temporary Staff will

be made following time sheet recording the hours worked and direct salary payment by the ANMK bookkeeper.

### **Emergency Staff Absence**

During a Kindergarten session, an emergency staff absence can occur which is unplanned, sudden and unexpected.

Minimum staff requirements and correct child/staff ratios must be observed at all times or the service is in breach of the legislation/regulations. However, in an emergency situation where a service is unable to meet these requirements the Approved Provider must demonstrate that they have:

- provided maximum protection to the children
- taken every reasonable step possible under the circumstances
- worked through a prepared process such as the following procedure
- reviewed the emergency procedure after each emergency, thereby evaluating the effectiveness of the procedure under various circumstances.

In an emergency staff absence where the Approved Provider is unable to obtain relief staff and the Approved Provider is temporarily replacing staff, a higher than minimum child/staff ratio is preferable.

Recommended procedures:

- 1) The remaining staff member(s) direct the parent on duty to contact the Approved Provider, notifying them of the emergency and requesting their immediate presence.
- 2) (a) On arrival, the Approved Provider, preferable more than one Person's with Management Control, remain with the children and remaining staff member(s) to maintain child/staff ratio. Remaining Approved Provider Person's with Management Control or parent on duty ring the pool of relief staff.
  - (b) In the event that the Approved Provider is unavailable, additional parent helpers need to be contacted and remain on the premises to supervise children, as it is important to maintain an adequate child/adult ratio to provide the maximum protection to the children in the service's care. The Approved Provider or parent helpers then immediately contact parents/guardians to collect their children.
- 3) If successful in obtaining relief staff, the Approved Provider remains until the relief staff member arrives.
- 4) If unsuccessful in obtaining relief staff, the Approved Provider must remain for the rest of the session.
- 5) It is then important to consider the length of the remainder of the session. Any length of time over approximately half an hour to one hour may be considered lengthy. If session is lengthy, the Approved Provider may need to consider contacting all parents/guardians or authorized nominees as identified on the child's enrolment record, to collect the children as soon as possible.

In circumstances where the staff absence is not an emergency (i.e. the Approved Provider has been given sufficient prior warning of the absence of staff) and relief staff cannot be obtained, it is necessary for the Approved Provider to notify all relevant parents/guardians that the session will be cancelled. The Approved Provider would endeavour to obtain staff for the following session.

If a staff member is delayed on the way to work, parents will be required to remain with their child until the Approved Provider or a Supervisor arrives. If the staff member is delayed for longer than a half hour, relief staff need to be organised and the emergency staff absence policy must be followed.

### **Personal Leave**

Staff Personal Leave is allocated each year, on their start date anniversary, based on the number of hours worked as per VECTEA (2015). As personal leave is taken it is deducted from their accrued balance. Unused personal leave accrues from year to year without any upper limit.

If staff have used all their Personal Leave, any additional leave is taken as Unpaid Personal Leave and does not accrue Annual Leave. The same evidence requirements (medical certificates) apply to unpaid personal leave as apply to paid personal leave.

### **Unpaid Leave**

Any requests for Unpaid Leave for reasons other than personal leave are to be submitted to the ANMK Committee in writing at least 30 days in advance. Unpaid Leave requests are at the committee's discretion and are generally only approved in exceptional circumstances. Periods of unpaid leave need to be approved in advance.

### **Effect On Annual Leave**

As per VECTEA (2015) any Unpaid Leave taken during the year does not accrue Annual Leave. Pro rata annual leave is calculated by ELAA and includes a deduction from Annual Leave in relation to the period of unpaid leave. The pro rata annual leave is paid in the Christmas break each year.

### **Teacher Additional Hours**

Each year, the Committee will budget for any additional hours when staff are required to attend. These may include:

- Orientation Day
- Parent Information Night
- Parent Teacher Meeting
- Open Day
- End of Year Picnic
- Visitor or Special Event Evenings
- Staff Appraisals

### **Time In Lieu Policy For Assistant Educator**

- Overtime worked by assistant educator may be taken as payment (as per award) for hours worked (or part thereof) or as time in lieu.
- Scheduling of time in lieu to be taken will be in consultation with the employer.
- No more than 8 sessions may be carried without either taking time in lieu and/or receiving payment (pre-determined arrangement).
- If more than 8 sessions accrue, the assistant educator is to be paid.
- Time in lieu must be taken within 6 months of accrual
- At least 2 weeks notice or agreement by Nominated Supervisor to be given for time in lieu day.
- Some out of sessions are compulsory attendances for assistant educators: first aid training, visitors nights, end of year break-up nights, conference day, orientation days, excursions as requested.

### **Telephone Calls/Mobile Phones**

Unless an emergency situation, taking personal telephone calls during session times is discouraged. If needing to make a personal call, staff are required to do this during non-contact time and reimbursement is required. Staff mobile phones are to be turned off and left in the office during session times. Parents, committee members, visitors are requested to be considerate in their use of mobile phones.

### **Cleaner**

The Kindergarten contracts a cleaner who cleans on a bi-weekly basis, once mid-week and once over the weekend.

The duties include:

- Vacuum all carpets including the office
- Clean toilets and sinks in both the children's and adult's toilets
- Arrange furniture and clean tables
- Sweep floors and clear for cleaning
- Mop all floors
- Clear leaves, sand and tanbark off artificial grass
- Clear sandpit decking
- Clear paths in playground
- Clear under mats at front door and back steps

During term breaks the cleaner will be allocated additional specific tasks to be completed. The cleaner will be notified 2 weeks in advance if there are to be any meetings/gatherings on weekends so that he/she can work around those times.

### **Non-Contact Days**

As per VECTEA, two non-contact preparation days per year are allocated. The first day will be held at the start of the year and the second at the end of the year. Staff employment hours on these days as specified in VECTEA.

### **Staff Immunisation**

Staff members may be exposed to diseases that are preventable by immunisation. Immunisation of staff is one effective way to manage the risk in the Kindergarten setting. Staff members will be asked to supply their immunisation details. The National Health and Medical Research Council recommends that staff members are immunised against Hepatitis A, Measles/Mumps/Rubella, Varicella (if not previously infected with chicken pox), Pertussis and to seek advice about Hepatitis B. The staff immunisation record will be stored in the staff record and will need to be updated as staff have new vaccinations. Non-immunised staff will be encouraged to be vaccinated and staff will be provided with information regarding immunisation and infectious diseases. If contracting an infectious disease, staff members must adhere to the exclusion requirements for infectious diseases. The Kindergarten will cover the costs for staff to have recommended immunisations.

Staff are strongly encouraged to have the annual influenza vaccination to help protect themselves and the kindergarten community from this highly contagious virus, which can be especially dangerous for elderly people, pregnant women, Aboriginal and Torres Strait Islander people and very young children, as well as for people with underlying medical conditions. This will be paid for by the kindergarten on provision of a receipt.

For information about influenza see:

<http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/immunise-influenza>

Summary of items covered by committee (on presentation of a receipt):

- ANMK employed Educators and Teachers attending approved first aid, anaphylaxis and emergency asthma management training
- Educator Police Checks every 2 years
- All ANMK employed staff (other than Teachers) WWCC every 5 years
- All ANMK employed staff Annual influenza vaccination

### **Staff Concerns**

If staff members have any concerns regarding their work arrangements, policies and procedures or the programs and services at Alfred Nuttall Memorial Kindergarten, they are encouraged to raise these initially with the responsible person of their group and/or the Nominated Supervisor and then if required, with the Approved Provider (Committee of Management). Concerns may be expressed verbally or in writing and may also be raised directly with the Approved Provider. If possible, staff members will work together to resolve any issue involving the staff team and day to day operation of the program. If required, the Grievance Procedure in the Victorian Early Childhood Teachers and Educators Agreement will then be utilised to ensure further resolution.

**Delegation of Authority**

**1. Purpose**

The purpose of this delegation of authority is to allow certain approved individuals to undertake URGENT or IMMEDIATE action in situations where it is not possible for a matter to be dealt with by the Approved Provider. For example, to undertake immediate action to ensure the health and/or safety of children in accordance with Legislation or Regulations.

The purpose of this authority is to allow temporary and/or limited action to be taken in order to remove or deal with an immediate hazard, threat or risk until the matter can be dealt with by the Approved Provider.

**2. Procedure**

Where circumstances exist that require an urgent or immediate response, authority to determine and take appropriate temporary and/or limited action:

- Initially resides with the Approved Provider
- Where the Approved Provider is not available, authority is then delegated to the Nominated Supervisor, or in their absence, a Supervisor.

Guidelines for exercising delegated authority in situations that require urgent or immediate action are set out below.

**3. Determine need for immediate or urgent action:**

It is necessary to determine whether IMMEDIATE ACTION is necessary. This will commonly relate to potential breaches of Legislation or Regulations that threaten the health and/or safety of children.

**4. Delegated Authority:**

This delegation of authority can only be exercised where it is not possible for a matter to be dealt with by the Approved Provider due to circumstances that require urgent or immediate action: for example in order to ensure the health and/or safety of children in accordance with the Legislation or Regulations.

The purpose of the authority is to authorise temporary and/or limited action which will remove the immediate hazard, threat or risk until the matter can be dealt with by the Approved Provider. Therefore the Approved Provider :

- 1.1 authorises the expenditure of up to \$200.00.
- 1.2 authorises decision making responsibility to be exercised by
  - Firstly the Approved Provider, and
  - Secondly, where the Approved Provider is not available, to the Nominated Supervisor or in their absence, a Supervisor.

IS IT URGENT ?

YES

NO

IMMEDIATE ACTION NECESSARY

IMMEDIATE ACTION NOT NECESSARY

Determine circumstances exist that require immediate action, for example to ensure health and/or safety of children.

Circumstances exist that require action, however, it is not necessary to take immediate or urgent action.

1. Firstly contact the Approved Provider . The Approved Provider will decide what temporary or limited action is necessary to remove the immediate threat, risk or danger.
2. Secondly, where the Approved Provider is not available the Nominated Supervisor or in their absence, a Supervisor will decide what temporary or limited action is necessary to remove the immediate threat, risk or danger. In this situation an immediate report, as soon as possible, will be made to the Approved Provider.
3. Report back in writing to the Approved Provider as a priority on the action taken and why. The Approved Provider will then act on this matter as appropriate.

1. Refer to the Approved Provider verbally with a follow up report in writing.
2. Approved Provider deals with matter as appropriate.
3. Approved Provider implements any necessary action, eg: policy changes. specific actions
4. Approved Provider will advise staff and others, where relevant in writing, .as appropriate, of outcomes

**5. Delegation of Authority form**

Date:

Supervisors Name:

Approved Provider Member(s) that were attempted to be contacted:

Issue of concern:

Action taken:

Cost incurred (if any):

Signed:

**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 WWC Checks and 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 service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

**ATTACHMENTS**

Nil

**AUTHORISATION**

This policy was adopted by the Approved Provider of Alfred Nuttall Memorial Kindergarten on 28 August 2019.