

Staffing

- ***Volunteers and Students***
- ***Trainees***

Policy Statement

Meerilinga believes in an anti-bias approach and equal opportunity and will employ people based on who is best suited to the particular role. Staff are encouraged and given the opportunity to liaison with community groups, other children's services and keep up to date with relevant information regarding children development. The code of conduct forms part of this policy.

Policy Purpose

Meerilinga understands the importance of the staff members within the services, and actively support staff and develop staff procedures to reflect this. The staffing policy is guidance to Meerilinga workers and abides to the National Quality Standards and Education and Care Services National Regulations.

Scope

This Policy applies to all Meerilinga workers including volunteers and students.

Exclusions

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation.

Implementation

Staffing Process

Contact Educators on duty will supervise enrolled children in a manner that is sufficient to ensure the wellbeing of the children and is appropriate to:

- The children's stage of development and
- The activity in which the children are engaging.

Nominated Supervisor

The CEO will appoint a suitably qualified person in day to day management of the service, ensuring compliance with the National Law, Regulations and National Standards.

The Nominated Supervisor will ensure that an ill or injured child is adequately supervised by a staff member with an approved first aid qualification. Where there are more than 4 enrolled children, the Nominated Supervisor will direct a staff member on site to assist with the supervision of children until the ill child is collected or the number of enrolled children is less than 4 and ensure that where the needs of one or more enrolled children require additional staff that provision is made to do so. [Support may be provided through provision of integrated service or disabilities funding).

An approved Nominated Supervisor that is appointed may be absent from the place at which the service is provided at the times and when the service is provided:

- To accompany enrolled children on an excursion.
- In an emergency situation.
- To undertake continuing professional development in matters relating to child care.
- To attend a meeting or other event that is relevant to the supervision and control of the service;
- To obtain or eat a meal.
- To attend to other duties relevant to the provision of the service such as banking and shopping for food or drinks.
- Not less than 25 hours per week in any week during which the service is provided or
- 70% of the time for which the service is provided during a week, whichever is the lesser.

Where a nominated supervisor is absent, an approved person to act as Responsible Person in place off will undertake all responsibilities.

Responsible Person

A responsible person will be physically present at the service at all times that children are being educated and cared for. The responsible person will be the CEO - person with management or control placed in day-to-day charge of the service, the nominated supervisor or duly appointed responsible person in the absence of the nominated supervisor. The responsible person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

Education Leader

The CEO will approve and designate in writing, a suitably qualified and experienced individual as educational leader at the service to lead the development and implementation of educational programs in the service.

Each service will maintain access to an early childhood teacher working with the service for at least 20 per cent of the time that the service provides education and care through on site or means of information communication technology.

Educators will hold or be actively working toward an approved qualification as published by the Australian Education and Care Quality Authority website.

Meerilinga recognises the importance of Staff Development and provide opportunities for staff to further develop their knowledge and understanding in early childhood education.

Training is provided and encouraged for staff members, these training seminars are aimed to support services and improve practice.

Workers job descriptions provide staff with written information required of them in their roles. These job descriptions are based on Modern Awards.

Worker evaluations take place annually, and include appropriate staff development. New staff members are to be introduced to the service using the induction package.

Early Childhood Teacher

The CEO will appoint an early childhood teacher based on the number and age of children at the service. The early childhood teacher will have an approved early childhood teaching qualification in accordance with ACECQA.

Educators

The service will comply with the National Quality Framework and ensure 50 percent of educators meet the relevant diploma qualification requirement, or be actively working towards an approved diploma level education and care qualification.

- All other educators are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.

Actively working towards:

Definition: An Educator who is enrolled in a course for an approved early childhood qualification.

- The Educator is required to provide documentary evidence of their course, training plan and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements.
- We will ensure we communicate with Meerilinga Training College or other RTO to ensure the Educator successfully completes their qualification.
- We will support the Educator in completing their qualification through mentoring and assistance.

Approved First Aid Qualifications

- The Nominated Supervisor will ensure that at all times children are being educated and cared for by the service, at least one staff member on holds a current First Aid, Asthma and Anaphylaxis qualification.
- Educators are required to have an ACECQA approved first aid qualification, anaphylaxis management, and emergency asthma management training.
- It is the staff and educators responsibility to ensure they maintain up to date First Aid, Asthma, and Anaphylaxis Training, providing the service with the certificate of completion.

Working with Children Check

All employees of the service will hold a current Working With Children Check.

- Management will verify all Working With Children Checks to ensure the children to protect the safety of children.
- Management will keep a record of the expiry date of the Working With Children Check for all staff.

Staff Record

- The organisation service will keep information about the nominated supervisor, educational leader, staff, volunteers, students and the responsible person at the service.
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check.
- Students, Volunteers and Visitors are required to sign in and out each day.

Rosters

- The roster will include a Responsible person being physically present at the service at all times and the required amount of suitably qualified educators under the National Regulations.
- The staff rosters will provide adequate supervision of children at all times children are being educated and cared for.
- Where possible, rosters will be created to ensure the children receive continuity of care.
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar.

Volunteers and Students

Meerilinga supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals.

We aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre's daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

The Centre requires visitors to report to the Nominated Supervisor on arrival.

The Nominated supervisor will be aware of where visitors are at all times and ensure the visitor/student signs in and out. This is in accordance with regulation 149.

Visitors may be present at the Centre from time to time. Workers will accompany visitors where possible. Visitors will be restricted from any hazardous area. Workers will be inducted on safety issues concerning visitors and visitors will be inducted about hazards, reporting and other work related safety and health matters on the premises.

Director / Nominated Supervisor/ Responsible Person will:

- Appoint an Educator to be the 'Student Supervisor/mentor,' for the duration of the placement.
- Conduct an orientation for the student or volunteer including taking the student or volunteer on a tour of the Centre, showing emergency exits, staff room and bathroom facilities.
- Negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.
- Advise students or volunteer to bring in a poster with a photo outlining the reason for their placement.
- Inform families, children, and Educators when work experience students and volunteers are present at the Centre.

- Ensure Work Placement Students or Volunteers are never left on their own with children or included in the ratio of adult to children.
- Ensure students are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors.
- Introduce the student or volunteer to educators and the Lead Educator.
- Show the student or volunteer where they can access Centre policies.
- Ensure the student has signed a confidentiality agreement prior to commencing their placement.
- Discuss any relevant important information about specific children to the student or volunteer (i.e. additional needs, dietary needs) so that the student or volunteer is aware of potential issues.
- Liaise with learning institutions and accept suitable student placements under the institution's supervision.
- Assist learning institutions to place suitable students with individual Educators.
- Ensure student's/volunteer's paperwork and insurances are current.

The Lead Educator will:

- Discuss the progress of written work and performance with the student or volunteer.
- Discuss any concerns raised by the student with the students Supervisor.
- Ensure students or volunteers are directly supervised at all times during children's nappy change / toileting times.
- Encourage students to use their initiative.
- Ensure the student/volunteer remains up to date with their assessments/tasks to be completed.
- Discuss any concerns about student/volunteer with management.
- Never leave the student alone with a child or children.

Educators will:

- Maintain open communication with Work Experience Students and Volunteers along with their practicum teachers about their performance.
- Support all student's and volunteer's practicum requirements to the best of their ability during the placement.
- Work as a team sharing appropriate skills and knowledge with each student and volunteer.
- Ensure all educators are provided with relevant information about tasks the student is required to complete in the service as part of their practicum.
- Be aware of student and volunteer expectations.
- Have the time and proficiencies to support each student and volunteer in their placement.
- Encourage students to seek help and advice as required.
- Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner.
- Guide the students throughout the day.
- Make the student or volunteer feel welcome and a valued member of the team.

Students and Volunteers will:

- Adhere to all policies and procedures of the Centre as well as all legislative requirements.
- Learn about the children through interaction and practical experience.
- Develop the skills and knowledge needed to care for and educate children.
- Learn about the importance of working as part of a team in the Early Childhood Profession.
- Learn strategies for working in a team environment.
- Learn and accommodate the expectations of qualified educators in the Centre.
- Keep up to date with all written work requirements.
- Work a variety of shifts to gain knowledge of different aspects of Centre operations.
- Bring in a poster introducing themselves that will include:
 - Name, photo, course they are studying, their training organisation, the dates and times they will be at the Centre.
- Discuss any concerns they may be experiencing with their Supervisor.
- Never remove a child from direct staff supervision.

Student Probity Checks:

- All students will supply identity details to the Nominated Supervisor
- All students will complete a Working with Children Volunteer/student declaration
- All students will have a meeting with the Nominated Supervisor so that they will receive orientation into the Centre.

Students at risk:

If educators feel that the student is at risk of failing their practicum, the following steps will be taken:

1. The Lead Educator will alert the students Supervisor of any concerns regarding the student.
2. Both the Supervisor and the Lead Educator will discuss concerns with the student.
3. The Supervisor will arrange for the student's teacher to visit the Centre and discuss concerns that have ascended.
4. The student's educational institution and Director will govern the outcome of the practicum.

Termination of Practicum:

Termination of student's placement will occur if the student:

- Harms or is at risk of harming a child in their care.
- Is under the influence of drugs or alcohol.
- Fails to notify the Centre if they will not be attending on any particular day.
- Does not adhere to start and finish times, as well as break times.
- Is observed using repeated inappropriate behaviour at the Centre.
- Does not comply with the organisations policies and procedures.
- Does not provide the photo with an introduction on commencement.
- Does not keep up to date with their work placement tasks.
- Removes any child or children from the direct supervision of an Educator.

Staffing – Volunteers and Students Policy	
Process Owner	CEO
Effective Date	5 November 2018
Date of Last Revision	18 October 2018

Associated Documents
<p>Meerilinga Policy Manual</p> <ul style="list-style-type: none">• Preface - Section 1 - Strategic and Business Planning Policies (Code of Ethics & Conduct)• Section 2 - Human Resources Policies• Section 3 - Finance, Assets and Administration Policies• Section 6 - Children's Program Policies• Section 7 - Workplace Health and Safety Policies• Section 8 - Guidelines
<ul style="list-style-type: none">• Service Philosophy• Management Systems• Quality Improvement Plan• Management/Staff/Educator Structure• Job Description Form• Educator and Staff Orientation• Educator and Staff Handbook• Educator and Staff Performance Appraisal and Development Record• Prescribed Information to be Displayed

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Compliance History, Privacy & Consent Declaration	W/LEED	Director	3 years
Responsible Person Sign in and out Roster	CFC	Director	3 years
Employee/Worker Incident Record	W/LEED	Director	3 years
Employee Exit Survey	W/LEED	Director / Advisor/ CEO	3 years
Risk Assessment / Hazard Record	CFC W/LEED	Director / Advisor	3 years
Staff Individual/Volunteer/Student Record	W/LEED	Director / Executive Assistant	3 years
Educator / Staff / Volunteer / Student Orientation and Induction	W/LEED	Director / Advisor/ CEO	3 years

Reference

- Education and Care Services National Law Act (WA) 2012 - October 2018
- Education and Care Services National Regulations (WA) 2012 - October 2018
- ACECQA - National Quality Standards - February 2018
- ACECQA - Belonging, Being & Becoming - Early Years Learning Framework
- ACECQA - Responsible Person Requirements for Approved Providers – Information Sheet 2017
- Code of Ethics - Meerilinga
- Code of Conduct - Meerilinga
- Family Assistance Law
- Privacy Act 1988
- Children and Community Services Act 2004
- Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.

Mapping Policy and Processes

Education and Care Services National Law (WA) Act 2012	
Section	

Education and Care Services National Regulations (WA) 2012	
Regulations	117A, 117B, 117C, 118, 120, 122, 123, 126, 130, 136, 137, 143, 145, 146, 147, 148, 149, 150, 151, 152, 165, 166, 168, 170, 171, 172, 173, 180, 181, 183, 185.

Standards for RTOs 2015
Vocational Education and Training is a significant contributor to Australia's economy domestically, being the primary mechanism to meet the skilling needs of the Australian community. The standards give the community confidence that RTOs are delivering quality training and assessment that is highly regarded both locally and overseas.

Policy Area	National Quality Standards Early Childhood	National Standards for Volunteering Involvement 2015	Standards to Community Services	Standards to Family Support
Children's Programs	QA 2 - 2.1.2, 2.2, 2.2.1, 2.2.2, 2.2.3. QA 3 - 3.1, 3.2. QA 4 - 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2 QA 5 - 5.1, 5.1.1, 5.1.2. QA 6 - 6.1, 6.2. QA 7 - 7.1, 7.1.1, 7.1.2, 7.1.3, 7.2, 7.2.1, 7.2.2, 7.2.3.	N/A	N/A	N/A