

Last reviewed: April 2022

Nillumbik Playhouse Policy

Staffing

POLICY STATEMENT

Nillumbik Playhouses employ qualified and experienced staff who are collaborative, respectful, ethical and uphold professional standards at all times. Educators are skilled at developing warm and respectful relationships are developed with each child and their family. Using a strengths-based approach in a safe and predictable environment, educators encourage children to actively engage in a program that enhances their learning and development.

SCOPE

This policy applies to the Primary Nominee, Approved Nominee, Accepted Nominees, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

LEGISLATION Children's Services Regulations 2020

Division 11 subdivision 6 Reg 112
Division 3; Reg 142

Education and Care Services National Regulations

Regulation 10; 118; 119-120; 122-123; 126
Regulation 129-135; 136-137; 145-152;
Regulation 240; 242; 243-243A; 244; 245-247

Education and Care Services National Law Act 2010

Section 169; 225

National Quality Standard

Element 4.1-4.2

GOALS / What we are going to do

- Ensure Playhouse staff uphold Council's Code of Conduct and the Early Childhood Australia's Code of Ethics at all times.
- Recruit suitably qualified, experienced and skilled early childhood educators who are thoroughly screened and deemed to be a 'fit and proper person' to provide education and care to children.
- Ensure a Nominee is present at all times the Playhouse is delivering education and care.
- Create positive, inclusive workplace relations.

EVALUATION

To ensure continuous improvement, the Primary Nominee will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness, including children, families and staff.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Notify Parents/Guardians when making any changes to this policy or its procedures.
- Make updates to the policy as part of the service's policy review cycle, or in response to current legislation, research, policy and best practice updates, or as otherwise required.

RELATED DOCUMENTS

All Playhouse policies, forms and records.

RESOURCES

ACECQA- Quality area 4; Staffing arrangements

www.acecqa.gov.au

The Department of Education and Training- Approvals and Certificates

www.education.vic.gov.au

Early Childhood Research Hub- Quality area 4; Staffing arrangements

www.ecrh.edu.au

Community Early Learning Australia- Determining the responsible person www.cela.org.au
AUTHORISATION

This policy was adopted on May 2022.

REVIEW DATE This policy will be reviewed in December 2021

PROCEDURE/ How it will be done

The Primary Nominee will:

- Ensure the Playhouse is designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children (NR 115).
- Guide professional development and practice to promote interactions with children that are positive and respectful.
- Develop and implement educational programs, in accordance with an approved learning framework, that are based on quality interactions and relationships with each other and with the adults at Playhouse.
- Ensure no child is subject to any form of corporal punishment or any discipline that is unreasonable in the circumstance.
- Inform the Regulatory Authority in writing, within 24 hours of receiving a notifiable complaint or of a serious incident occurring at the service [Section 17494), Regulation 176(2) (b)].

The educators will:

- Uphold children's rights and respect family and cultural values
 - Educators engage children in interactions that reference the child's family and cultural values and promote respect for diversity and differences.
 - Interactions with children consider the age, development and individual characteristics of the children.
 - Educators ensure each child's dignity and rights are maintained at all times.
 - Ensure children have opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers (NR156).
- Listen and communicate effectively
 - Educators encourage children to express themselves and their opinions.
 - Educators give their full attention when children communicate.
 - Learn and use effective communication strategies.

- Model positive interactions
 - Form warm relationships with each child.
 - Show care, empathy and respect for children, educators, staff and families.
 - Role model and provide words that promote collaboration, problem solving and respect.
 - Genuinely seek children’s input, respect their ideas and take their suggestions on board.
 - Allow children to participate in experiences that develop self-reliance and a positive self-esteem.
- Provide positive behaviour guidance
 - Support children to contribute to setting boundaries and rules and consistently enforce them.
 - Encourage children to make appropriate choices.
 - Support children to understand and follow the daily routines and transitions.
 - Remind children of desirable behaviour.
 - Praise or critic the behaviour, not the child.

In response to unacceptable behaviour, educators:

- Redirect the child or remove the child from the situation if necessary.
- Advise the child of the consequences of continuing with the behaviour.
- Remind the child of the acceptable behaviour.
- Actively listen to children’s feelings and discuss the rules.
- Help children return to play.

The Parent/Guardian will:

- Inform educators of any concerns regarding their child’s behaviour or the impact of other children’s behaviour.
- Inform educators of any events or incidents that may impact on their child’s behaviour at Playhouse.
- Work collaboratively with educators to develop or review an individual behaviour guidance plan for their child, where appropriate