

Last reviewed: September 2020

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 2009 (v10)

Part 2- Division 5; Part 2A

Part 3- Division 1; Division 5

Part 4; Part 5- Division 1-3

Children's Services Act 1996 (Vic)

Section 30; 31; 33-34

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.acaega.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 2 September 2019.

REVIEW DATE

This policy will be reviewed in December 2020.

PROCEDURE/ How it will be done

DETERMINING THE PRIMARY NOMINEE PRESENT

The Primary Nominee will meet the 'Fit and proper' requirements:

- History of compliance with any current and previous education and care services law or education law.
- Working with children check or Victorian Institute of Teaching registration.
- Medically fit to act as the responsible person.
- No other circumstances that may affect the persons capacity to be a supervisor of Playhouse.

A Nominee will be physically present at the Playhouse at all times children are provided with education and care. The Nominee will be one of the following:

- The Playhouse Coordinator/Primary Nominee
- Approved Nominee
- Accepted Nominee

GENERAL STAFFING ROLES AND RESPONSIBILITIES

The Primary Nominee will:

- Exercise due diligence in the recruitment process.
- Provide ready access to Council's Code of Conduct and the ECA Code of Ethics.
- Identify the number and expiry date of an individual working with children check, along with the date sighted and part of the Playhouse staff records.
- Keep a record of nominees placed in day to day charge.
- Display the name of each Nominee in a place where it is clearly visible to anyone from the main entrance to the Playhouse.
- If a nominee ceases to be employed or a new nominee commences, the Approved Provider will notify the regulatory authority as soon as practicable and not more than 30 days after.

The Primary/Approved Nominee will:

- Oversee the following:
 - Delivery of the educational programs
 - Supervision and safety of children
 - Entry and exit from the premises
 - Food and beverages
 - Administration of medication
 - Prescription and non-prescription drugs and alcohol
 - Sleep and rest
 - Excursions
 - Staffing

- Provide supervision, guidance and advice to ensure adherence to Council's Code of Conduct, ECA Code of Ethics and Playhouse policies and procedures.
- Ensure educator ratios are maintained at all times; at least two staff members are on duty whenever children are being cared for or educated.

In determining the child/staff ratio for Playhouse under Victorian Children's Services Regulations:

- (a) No more than half of the individuals counted in the prescribed number of staff members may be volunteers; and
- (b) A volunteer must not be counted unless he or she is aged 18 years or over; and
- (c) A volunteer must not be counted in the ratio of qualified staff members to children; and
- (d) A volunteer must not be counted in the minimum staff requirements for the purposes of ensuring that at least 2 staff members are on duty whenever children are being cared for or educated by the children's service.

- Ensure that the staff record contains information for all educators and staff employed with details of:
 - Name, address and date of birth of each staff member, employee and early childhood intervention worker;
 - A copy of any relevant qualifications or certificates of completed training of each staff member.
 - The working hours of each staff member and employee
 - The date each staff member undertook and completed all mandatory training as required by the Children's Services Regulations 2009, Nillumbik Shire Council and any other relevant law.
 - The date the assessment notice was read, the reference number of the notice and the expiry date. (CSR 2009)
- Ensure that the staff record contains information for all volunteers/ students attending the service with details of name, address, date of birth, days and hours of

participation, emergency contact details and relevant medical management matters, and details of the Working with Children (WWC) check.

- Directly supervise visitors to the service.
- Act as the Educational leader.

The educators will:

- Uphold Council's Code of Conduct, the ECA Code of Ethics and all Playhouse policies and procedures.
- Dress in a manner that:
 - Ensures the safety, health and hygiene of children and educators/staff.
 - Is comfortable to wear and allows the educator to safely perform their duties - educators are encouraged to wear the polo shirts provided by Council.
 - Maintains a friendly yet professional image and is sensitive to and respectful of differing backgrounds, cultures and individual needs. Unacceptable clothing items include:
 - Clothing with slogans or messages that are suggestive
 - Torn clothing including designer jeans or tee shirts with torn areas
 - Clothing with a plunging neckline
 - Strapless tops
 - Any clothing revealing a bare midriff or bare thighs
 - Rubber thongs, spiked heels, open toe, strapless shoes or bare feet.
- Work directly with children to be included in ratios.
- Ensure educator to child ratios are not compromised at any time.
- Ensure parents/guardians are not left with sole supervision of individual children or groups of children.
- Directly supervise any educator under 18 years.
- Directly supervise any unauthorised person interacting with children at Playhouse.

Unauthorised persons are **not**:

- A person who holds a current working with children check or card
- A parent or family member of a child at the service (not including a parent or family member whose access to the child is prohibited by a court or tribunal order, of which the approved provider, nominated supervisor or family day care educator is aware, or who is an inappropriate person)
- An authorised nominee of a child at the service
- In the case of an emergency, medical or emergency service personnel, or
- A person who is permitted under the relevant working with children law to remain at the service premises without holding a working with children check or card.

- Directly supervise volunteers and students:
 - Adequately orientate them with the Playhouse, including emergency exits and evacuation locations, and provide a suitable place for the storage of personal belongings.
 - Ensure access to Playhouse policies and procedures.
 - Ensure volunteers and students are not left alone with children. Care and supervision responsibilities cannot be passed onto any volunteer or student at any time.
 - Ensure volunteers and students are not asked to perform tasks that they are untrained, unqualified or too inexperienced to undertake, or that put the children or themselves in a vulnerable or potentially unsafe situation.
 - Encourage volunteers and students to actively engage with the program.

The volunteer/ student will:

- Understand and acknowledge the requirement for confidentiality of all information relating to staff, children and families.
- Adhere to the policies and procedures of the service and maintain a professional standard when interacting with children, parents/guardians and educators.
- Provide all details required to complete the staff record.
- Maintain a friendly yet professional image and wear clothing that is sensitive to and respectful of differing backgrounds, cultures and individual needs.
- Familiarise themselves with emergency procedures and medical conditions.
- Sign in and out of the Playhouse on the 'Record of Visitors to service' form.
- Inform the service if they are unable to attend i.e. because of illness.
- Follow the directions of educators and other staff at all times to ensure that the health, safety and wellbeing of children is protected.
- Discuss the competency requirements of their practicum placement – (if required) and present any records that require signing i.e. attendance sheets.
- Actively participate in the program with the children and educators.
- Be responsible for their belongings.