STAFFING, VOLUNTEERS, STUDENTS & PLACEMENT

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POLICY RATIONALE

TeamKids considers its employment of educators and staff as of utmost importance to ensuring that TeamKids services deliver service excellence, while also adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

PROCEDURES

All Educators will possess a satisfactory criminal history check, such as a Working with Children's Check (WWCC) or Victorian Institute of Teaching (VIT) registration, Blue Card, Blue Card Exemption, Working with Vulnerable Children's Check or individual state alternative.

All educators' current checks and registrations will be read by the approved provider prior to being engaged as an educator or being permitted to work as a volunteer. (R358)
As per R168(2) of the Education and Care Services National Regulations 2011, TeamKids utilises a detailed recruitment policy to support this policy and procedures. This includes the requirement t enquire with all prospective educators on if they have been subject to a suspension notice, supervision notice, prohibition notice or enforceable undertaking. This is also supported by the use of the Child Safe Declaration, as listed in the Child Safe Standards Policy. TeamKids require that all educators notify the approved provider through the People and Culture Team, if they become subject to a suspension notice, supervision notice, prohibition notice or enforceable undertaking.
All staff engaged by the approved provider, are required to notify the approved provider if they have a history of a prohibition notice, compliance actions, conditions, suspensions, cancellations, applications refused or disciplinary proceedings to which they have been the subject of in relation to the National Law or other laws such as criminal history checks an WWCC/ BLUE Card/Teacher Registrations. This includes investigations that may be currently in progress.
TeamKids do not engage educators under 18 years old, to work directly with children, however any educators under 18 at an education and care service, must not work alone at a service and must be supervised by an educator who is over the age of 18 years.

The qualification requirements for educators working with school-aged children are:

- "50% educators required to meet educator: child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age." (R356)
- All other educators required to meet educator: child ratios for children over preschool age must "hold, or be actively working towards at least a qualification published by the National Authority in the list of approved Certificate III level education and care qualifications" OR "commence obtaining a qualification referred to above within 6 months of commencing to educate and care for children" (R356)
- Each state may have requirements/exceptions to the above qualification requirements, which will be maintained at all times.

- The service will ensure a sign is on display at the main entrance to the service that details the name and position of the service Nominated Supervisor, the Responsible Person at the time and Educational Leader. The Responsible Person is responsible for ensuring this information is accurate at all times.

EDUCATIONAL LEADER

The service will designate a suitably qualified and experienced coordinator, educator or another individual as Educational Leader.

The Educational Leader of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118) This will include supporting the service set goals and objectives in relation to the service use of the approved learning framework.

The name of the educational leader will be in display at the main entrance of the service (R173) and the Educational Leader will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.

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NOMINATED SUPERVISOR

- The service will designate at least one nominated supervisor (R146). This person must be over 18 years of age and hold adequate knowledge and understanding of the provisions of the Education and Care services National Regulations 2011 and Education and Care National Law Act 2010. They must have the ability/skill to effectively supervise and manage the service. The approved provider will consider the persons compliance history before appointing the person in this role.

- The Nominated Supervisor will be required to hold child protection training as required by the State Regulatory Authority.

- Personal details, qualifications, written acceptance of the role and training for the nominated supervisor(s) will be kept in the Nominated Supervisor's Staff Record.

- The name and acceptance of the role of Nominated Supervisor will be made in writing, and the Regulatory Authority will be informed through the NQAITS system within 10 days of any changes being made. This includes the addition of a new Nominated Supervisor or removal of a ceasing Nominated Supervisor. The Quality & Compliance Team will complete this task.

PERSON IN DAY-TO-DAY CHARGE / RESPONSIBLE PERSON

- The service will ensure a designate a Person in day-to-day Charge/Responsible Person is in place at all times, for each service, to act as the responsible person for that service – see below. (R46, 47, 50, 54) &
- There will be a designated responsible person present at each site at all times that the service is caring for and educating children and record will be maintained of the times that a responsible person is on duty. (R150)
- The approved provider will assess if the proposed person in day-to-day charge has an adequate knowledge and understanding of the provision of education and care to children and be able to effectively supervise and manage an education and care service. The approved provider will consider the persons compliance history before appointing the person in this role.
- Personal details, qualifications, training for the person in day-to-day charge will be kept in the educators Staff Record along with their written acceptance of the role.

The responsible person will be either:

- A person with management and control of the service
- The nominated supervisor of the service
- A person in day-to-day charge who has been placed in day-to-day charge of the service in accordance with R54.

FIRST AID QUALIFICATIONS

Educators will be recruited and trained according to the Education and Care Service National Regulations (R136)

- At least one educator who holds a current approved First Aid qualification (including CPR less than 12 months completed) will be in attendance while children are being cared for.
- At least one educator who holds a currently approved anaphylaxis management qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved asthma management qualification will be in attendance while children are being cared for.

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CODE OF CONDUCT

The Code of Conduct provides a framework for ethical, professional interactions between all educators, management, key stakeholders, families and members of the community. It is intended to guide work practices, decision making and our interactions with others. The TeamKids Code of Conduct is an additional document.

Adherence to this code requires a commitment to both the TeamKids Code of Conduct and the below elements:

- The TeamKids statement of philosophy (TeamKids Philosophy and individual Service Philosophy)
- Early Child Australia's Code of Conduct
- Compliance with all Commonwealth, State and Local Government legislative and regulatory requirements relevant to the management and provision of quality care.
- The National Quality Framework and Approved Learning Framework.
- Professional standards of behaviour are maintained by working co-operatively with others; displaying respectful, courteous interactions; engaging in open communication; being honest and approachable and working with integrity at all times.
- At all times, educators are expected to conduct themselves in a manner that enhances the reputation of the service.
- Educators are to ensure children are treated with dignity and respect at all times, with appropriate behaviour guidance implemented at all times.
- Service practices and procedures should be undertaken in a professional, responsible and ethical manner.
- In the event of a grievance, educators will be expected to follow appropriate procedures and at all times, attempt to resolve grievances in an open, respectful manner.
- Educators will maintain positive, safe work practices to ensure the health and wellbeing of all involved.

VOLUNTEERS

TeamKids may utilise volunteers within the service. This includes educators appointed to support children with additional needs. Students and volunteers are not to be left alone with children and must provide WWCC, Blue Card, or state relevant criminal history check, prior to commencing with TeamKids. All students and volunteers must complete a staff record and TeamKids will keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

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PROCEDURES

- Volunteers may include students on practicum placements. Other visitors to the service may include support workers, allied health professionals and/or parents. Volunteers must be aged 18 or over.
- All volunteers will undergo and possess a satisfactory criminal history check relevant to their state such as Working with Children's Check, Working With Vulnerable Person's Check or Blue Card.
- Recruitment and induction of volunteers will be in accordance with the TeamKids employment guidelines and include the TeamKids Code of Conduct, the Child Safe Standards relevant to that State and the Responsible person for the service will detail the service specific requirements on the first attendance at the service. The person will be directed to the service iPad for the service policies and procedures.
- All volunteers will complete an Educator Record, which details the expectations for these persons when at a service. This includes:
    - Name
    - Address
    - Date of Birth
    - WWCC / Blue Card / VIT / WWVPC & expiry date (including Verification for NSW)
    - Emergency Contact details
    - Any medical conditions
    - Which service(s) to be visited, times and dates attended

  They will be required to sign agreement stating they will:
    - Remain with in view of Team Kids educators at all times.
    - Ensure that they are not alone with any child in attendance of the service at any time.
    - Not remove the child from the service unless they are listed on the child's enrolment as an authorised person on the child's enrolment with permission to collect the child from the service.
    - Accompany the child during all activities to help support him with in the service.
    - Not use a mobile phone use during the session, take pictures or videos of children.
    - Follow TeamKids Staffing, Volunteers and placement policy.
    - Provide their WWCC/VIT to the person in day-to-day charge to sight and record the number and expiry date.
- Volunteers will not be part of the educator: child ratios for service-based activities.
- Volunteers can be included on excursion days (but again will not be part of the staff: child ratio). Volunteers are supervised by a staff member at all times and are not to be left alone with a child at any time.

STAFF RECORDS

TeamKids will ensure that a staff record is obtained for each educator working in the service and staff employed by TeamKids. These are maintained both electronically and in paper form for some elements. The approved provider is responsible to ensure these are current and complete before the educator commences working directly with children. A process is in place to check these details at regular intervals, trough the use of expiry dates for all documents. Emails are sent to both the educator and their manager when documents are set to expire in the near future.

PROCEDURES

- The approved provider will maintain a comprehensive Educator Record (R145). This will include:
    - Name
    - Age
    - Date of Birth

- Qualifications that may apply
- Any First Aid Qualification
- Child Protection Training as required for their role
- Food Safety Certification
- WWCC/ VIT/ Blue Card/ Blue Card Exemption/ WWVPC

- Each educator will complete the record including relevant and required person details, as required in the Education and Care National Regulations (2011), regulation 147.
- The details of any educator appointed as a Nominated Supervisor, Educational Leader or Responsible Person is to be recorded in the staff record.
- The service roster records the times that each responsible person is on duty.

EDUCATOR: CHILD RATIOS

TeamKids believes that an appropriate educator: child ratio is an important factor in ensuring the safety and wellbeing of all children. Educator: child ratios will be in line with the minimum number of educators for children over preschool age as set out in the Education and Care Services National Regulations (R123 & 355).

PROCEDURES

- Educators will be rostered to meet each states relevant educator child ratios at all times.

SERVICES THAT EDUCATE AND CARE FOR CHILDREN UNDER SCHOOL AGE

These services are required to meet the regulations in relation to sufficient educators with Diploma of Early Childhood Education or equivalent and/or Early Childhood Teaching qualifications, depending on the numbers of children attending a service under school age. For example, if the service has more children in attendance under school, age, the regulatory requirement for Early childhood teacher attendance and/or support, must be met, to ensure compliance with the Education and Care Services National Regulations 2011.

There are two categories to consider:

1. Less children of preschool age or under in attendance than school aged children.
2. More children of preschool age or under in attendance than school aged children.

Less children of preschool age or under in attendance than school aged children

STAFFING

Diploma Requirement For the number of ELC children in attendance - Must have 50% of educators working directly with children that hold a Diploma of Early Childhood Education or equivalent (including Bachelor of Teaching/Education – but must state Early Childhood), at all times ELC children are in attendance, as per the number of ELC children. To be considered the Diploma of higher educator, they must: ➢ Already hold a CERT III (fully completed) **OR** ➢ Have completed 30% of an approved ECT course. There are specific requirements for when this person may be absent due to short term illness, resignation or practicum placements – R126A (1)
For the children of school age and over, the Diploma or equivalent required, can be as above or Diploma of OSHC / Teaching qualifications.

Educator to child ratio for children of preschool age or under (but over 36 months) is 1 educator to 11 children. In New South Wales, the Ratio is 1 educator to 10 children.

CERT III requirements as in primary school aged OSHC – can be working towards if enrolled and commenced studying.

The probation period for an educator to have commenced studying for either a Certificate III or Diploma Qualification is 3 months (as opposed to 6 months in OSHC services).

More children of preschool age or under in attendance than school aged children

STAFFING

Diploma Requirement For the number of ELC children in attendance - Must have 50% of educators working directly with children that hold a Diploma of Early Childhood Education or equivalent (including Bachelor of Teaching/Education – but must state Early Childhood), at all times ELC children are in attendance, as per the number of ELC children. To be considered the Diploma of higher educator, they must: ➢ Already hold a CERT III (fully completed) **OR** ➢ Have completed 30% of an approved ECT course. There are specific requirements for when this person may be absent due to short term illness, resignation or practicum placements – R126A (1)
For the children of school age and over, the Diploma or equivalent required, can be as above or Diploma of OSHC / Teaching qualifications.
Early Childhood Teacher (ECT) Requirement – time and manner to be available, is to meet requirements of the individual service dependent on numbers in attendance. (See R130 – R134, with R135 determining arrangements during times of illness of absence) **ECT staff member required (all states except NSW):** < 25 children – 20% of the time. Can be met with some remote support. 25-59 children – Full time - 60% of the time if less than 50 hours per week of operation - 6 hours per day if more than 50 hours per week of operation 60-80 children – As above plus an extra suitably qualified for: - 30% of the time if less than 50 hours per week or operation - 3 hours per day is more than 50 hours per week of operation. 80+ children – 2 educators as above (Full time educators) **ECT staff member required NSW:** < 25 children – 20% of the time. Can be met with some remote support. 25-29 children - 6 hours per day if more than 50 hours per week of operation 30-39 children – 1 full time ECT 40-59 children – 2 full time ECT 60-79 children – 3 full time ECT 80+ - 4 full time ECT

Educator to child ratio for children of preschool age or under (but over 36 months) is 1 educator to 11 children. In New South Wales, the Ratio is 1 educator to 10 children.

CERT III requirements as in primary school aged OSHC – can be working towards if enrolled and commenced studying.

The probation period for an educator to have commenced studying for either a Certificate III or Diploma Qualification is 3 months (as opposed to 6 months in OSHC services).

RECORD KEEPING

The record of the times an Early Childhood Teacher (ECT) is accessible to the service must be maintained as per R152 and any replacement teacher as per R152A.

If staff members do not currently hold or are not currently working towards at least a minimum of a certificate III approved qualification, they will be required to commence working towards their qualifications within six months of commencing work, as part of their probation period.

ADDITIONALLY, THERE SHALL BE:

- In determining educator: child ratios, consideration will be given to the activities undertaken, ages and subsequent risk. This includes the risk assessment process for all excursions.

REFERENCES:

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 1 – Educational Program and Practice.
Quality Area 4 – Staffing Arrangements
Quality Area 2 – Children's health and safety
Education and Care Services National Regulations (2011), R 118, 145, 147, 150, 355 & 356

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