

Staff Policy

PURPOSE

We aim to maintain continuity of care and endorse national regulations and standards by employing casual staff to replace permanent staff on a short-term basis maintaining a high standard of care and supervision.

National Quality Standards (NQS)

Quality Area 7: Leadership and service management	
7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
7.2	There is a commitment to continuous improvement
7.3	Administrative systems enable the effective management of a quality Service.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

IMPLEMENTATION

- Potential staff will be required to attend an interview with management to ensure they are a fit and proper person.
- Once the prospective staff has been successful in the interview process, management will check their references and verify their working with children check.
- Staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work

Orientation

Staff members are required to undergo a full induction & orientation into the Service to ensure they have a clear understanding of:

- The Service's policies and procedures
- Sign in and out process
- Required qualifications approved by ACECQA
- Emergency evacuations
- Service amenities
- Children's medical conditions
- The Service's program and routine
- Their roles and responsibilities

Staff Induction pack

Staff will be issued with an induction pack prior to commencing employment, which will contain:

- Staff handbook
- Service philosophy
- Job description
- Employment contract
- Staffing detail form
- Confidentiality statement

Service Requirements

Prior to casual staff commencing at the Service we must have or willing to obtain the following information:

- Copy of qualifications, including CPR, First Aid, Asthma and Anaphylaxis
- Banking details
- Signed employment contract and job description adhering to Service requirements
- Tax File Declaration
- Superannuation details
- Emergency contact details

Employment Commencement

- It is a requirement that staff arrive 5 minutes prior to their shift to ensure they have adequate time to place their belongings in an allocated space, read any staff communicates and sign on and be up to date with important points that are relevant and necessary for the day.
- Casual staff members are to rely on the direction of the Educational Leader.
- Under the guidance of their CS, staff members are to introduce themselves to families, explain their position within the Service.
- All staff members are to accept and embrace the importance of confidentiality and that of the children within their care. They are to treat any information shared with them in the best interest of the child - professionally and sensitively.
- It is advised that all staff members, look after their health and keep their immunisations up to date.

Service Dress Code

Staff must ensure they always maintain a professional image. Staff are always to be clean and tidy.

- OSCA provides all staff with a uniform (Shirt, trousers and or shorts, jumper, jacket)

Sun Safety

- All staff should wear hats in summer for outdoors (as an example to children, and for your own protection).
- Staff will be provided with sunscreen for use.
- Staff may wear sunglasses in the outdoor environment

Alcohol, Tobacco, and other Drugs

- Staff members are not permitted to consume alcohol, tobacco, or other drugs whilst on the premises of a children service.
- Staff are not to offer, supply or obtain alcohol, tobacco, or other drugs to any person at the service.
- Staff who are intoxicated or under the influence of drugs are not to work during any episode of intoxication.
- Any breach of these conditions will result in disciplinary action.
- Staff who use prescription medication are asked to discuss the possible side effects of these drugs with management to ensure that the staff member and children always remain safe.
- Casual Staff are not permitted to administer prescription medication to children unless approved by management.

Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Quality Standards
- Fair Work
- Industrial Relations

Review

Policy Review Date
November 2021