Early Learning
Staffing Policy

1. Policy Statement

All decisions made by educators and Uniting Victoria & Tasmania are guided by a commitment to children's safety, rights, and best interests being of paramount importance.

Uniting (Victoria & Tasmania) has a duty of care for all children attending our early learning services.

Our practices safeguard children from child abuse and harm and prioritise their safety and wellbeing. Uniting has zero tolerance for child abuse and actively promotes the Victorian Child Safe Standards.

Uniting Early Learning is committed to:

- Ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- Fulfilling a duty of care to all children attending the service
- Providing accountable and effective staffing and management practices
- Complying with relevant industrial agreements and current legislation in relation to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Worker Screening Act 2020
- Continuity of educators at the service
- The further development of staff
- Employing educators according to legislative, policy and funding requirements
- Complying with legislation relating to Working with Children (WWC) Checks (Victoria) and Working with Vulnerable People (children) Check (Tasmania), criminal history checks
- Having policies and procedures in place for the recruitment and pre-employment screening, supervision, appropriate induction, and ongoing supervision and people management that is focused on child safety and wellbeing
- Ensuring educators undertake child safety training
- Good governance and quality management with nominated supervisors and responsible persons appointed in line with regulatory requirements and ensures that the service is effectively supervised and managed.

2. Scope

This policy applies to the following persons:

- Approved provider and persons with management or control
- Nominated supervisor and persons in day-to-day charge
- ECT, Educators, FDC educators and all other staff
- Parents/guardians, volunteers and students.

3. Executive Summary

The presence of adequate numbers of qualified and experienced educators has been consistently linked with quality interactions and positive learning experiences for children.

Legislation requires that services maintain the required educator-to-child ratios at all times based on:

- The ages and number of children being educated and cared for at the service setting
- An educator cannot be included in calculating the educator-to-child ratio unless they are working directly with children. Working directly with children means an educator is physically present with the children and is directly engaged in providing education and care to children. This does not include students, volunteers or additional assistants.

Adults working with children and those engaged in management of the service or residing on the family day care premises will be required to be assessed as fit and proper to fulfil their role. It is important to ensure that all children are educated and cared for by educators that are suitable and have the experience, judgment and maturity to deal with situations that may arise at a service or family day care residence/venue.

The *ECA Code of Ethics* and the *Australian Professional Standards for Teachers* will guide educator's behaviour, practice, interactions and relationships.

Rosters will be planned to ensure that educators are always available to respond to children and to support the continuity of care and dynamic supervision requirements at all times.

Educators and staff will be employed with qualifications and experience that meet legislative, policy and service standards, and include Working with Children/Vulnerable People Check, criminal history record checks and for early childhood teachers, registration with the Victorian Institute of Teaching (if applicable).

As a demonstration of duty of care and best practice, all Uniting Early Learning educators are encouraged to have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training which is provided for by Uniting.

Accurate staff/volunteer/student records will be kept, maintained and regularly updated. Staff will be provided a position description, induction, professional development opportunities and engage in annual performance reviews to ensure currency of skills and knowledge. Processes and systems will be in place to monitor staff's performance on an on-going basis by their manager, to enable regular feedback and support.

4. Current Environmental Context

Ensuring the safety and wellbeing of children in education and care is a shared national priority, and significant reforms are underway to strengthen protections across the sector.

These reforms reflect expectations by governments and community across Australia for the highest standards of safety and quality in children's education and care. A number of legislative changes documented below, came into effect on the 27 February 2026.

Paramount Consideration

Education and Care Services National Law Act 2010; S2A

The safety, rights and best interests of children will be the paramount consideration for all decision makers in the early childhood education and care (ECEC) system.

Paramount Consideration, upholding the safety, rights and best interests of children applies to all individuals involved in the operation and delivery of an education and care service. This includes:

- Approved providers
- Persons with management or control (PMCs)
- Persons in day-to-day charge
- Nominated supervisors

- Educators and teachers
- Staff members
- Volunteers, including students.

Paramount Consideration

Mandatory National Child Safety Training

Education and Care Services National Law Act 2010; S162B

From 27 February 2026, National Child Safety Foundation training became mandatory for any person in an ECEC service regulated under the NQF. This includes:

- The approved provider of the service
- Each person with management or control of the service
- Each nominated supervisor of the service
- Each person in day-to-day charge of the service
- Each Family Day Care educator employed or engaged by the service
- Each staff member of the service
- Each volunteer at the service
- Each student who participates in the service.

This applies even to staff who do not work directly with children.

The requirement applies across all NQF-regulated service types, including:

- Centre Based Day Care
- Family Day Care
- Outside School Hours Care
- Preschools and kindergartens
- Occasional care.

While In Home Care and some Community Child Care Fund Restricted services are not regulated under the NQF, all staff/educators are encouraged to complete the training.

Staff entering the sector from 14 August 2026 must complete foundation training by whichever occurs earlier:

- 14 days from when they are employed by the service, or
- Before they work directly with children.

The advanced National Child Safety Training was released on 30 September 2026. The advanced suite includes:

- Course 3: Creating child safe cultures through everyday practice
- Course 4: Responding to safeguarding concerns
- Course 5: Leading and governing child safety

Training requirements depend on the individual's role within an ECEC service:

- Nominated supervisors – Courses 3, 4, and 5 required
- Persons in day-to-day charge – Courses 3, 4, and 5 required
- Persons with management or control (PMCs) – Courses 3, 4, and 5 required
- Staff who work directly with children – Courses 3 and 4 required
- Staff who do not work directly with children, volunteers, and students – Foundation training only

Existing staff must complete Advanced training by 31 March 2027.

New early learning employees must complete the Advanced training within 3 months of commencing.

Ongoing, staff must complete refresher training every 2 years.

Mandatory Victorian Working with Children Check child safety training

Mandatory Working with Children Check child safety training was introduced on the 19 October 2026.

The training is mandatory for all individuals applying for or renewing a Working with Children (WWC) Check for paid or volunteer child-related work, including students.

The Victorian child safety training is in addition to the mandatory national child safety training.

Registered teachers are exempt from the WWC Check because their registration with the Victorian Institute of Teaching (VIT) acts as an exemption under Victorian law. However, if a registered teacher applies for a WWC Check (e.g. for other non-teaching child-related work), they must complete the training.

The National Early Childhood Worker Register

The National Early Childhood Worker Register requires approved providers to enter and maintain information about workers in their services. This register helps regulatory authorities monitor and respond to risks effectively.

WWC Connect

WWC Connect was introduced on 19 October 2026 and is a new online service that enables organisations to connect workers they engage for child-related work. This will help provide accurate information to the Social Services Regulator about the people they engage in child-related work and receive notifications if a worker or volunteer's WWC Clearance status changes.

Inappropriate Conduct

Education and Care Services National Law Act 2010; S166A

To strengthen child safety across Australia, in 2025 Education Ministers agreed to make new requirements under the Education and Care Services National Law (National Law) regarding inappropriate conduct.

Under section 166A of the National Law, a child at an education and care service must not be subjected to conduct that a reasonable person would consider inappropriate at an education and care service.

Definition of 'inappropriate conduct'

The National Law sets out the following circumstances to consider when determining if a person is subjecting a child or children to conduct that is inappropriate, while they are being educated or cared for at the education and care service.
Inappropriate conduct is conduct that a reasonable person would consider inappropriate in an education and care service, taking into account any of the following circumstances:

- Whether the conduct aligns with generally accepted education and care practice
- The child's age and developmental stage
- Whether the conduct is likely to cause or result in harm (including emotional, psychological or physical harm) or injury to a child or children
- Whether the conduct is sexual, aggressive or violent.

In deciding if the conduct is inappropriate, it does not matter if:

- The child consented (agreed to the conduct, either by directly expressing their consent or implying consent through their actions)
- The person subjecting the child to the conduct believes the child has consented
- The person subjecting the child to the conduct is related to the child.

Subjecting a child to inappropriate conduct can occur in a number of ways including, but not limited to:

- In-person via words or behaviour, including both adult to child or between adults in the presence of a child/ren
- Filming and capturing images or recordings
- As a single occasion or as part of a pattern over time
- Either directly or indirectly (for example, exposure to inappropriate language or conversations, or leaving inappropriate material accessible to children)
- Online
- As an omission (for example, deliberately excluding a child).

It is important to note that while all of the matters set out above must be considered, not all of them would need to be met in order for the conduct to be considered inappropriate by a reasonable person.

Examples of inappropriate conduct towards children and young people

- Humiliating and threatening children and young people
- Using physical contact that could be construed as sexualised or intrusive
- Making physical threats
- Engaging in and using any touching that is intimate, sexualised or overly personal
- Initiating, requesting or encouraging kissing
- Using retaliatory, insulting or humiliating remarks (which could include shouting or yelling in a hostile tone)
- Force-feeding
- Photographing and recording children in a state of undress or during toileting and
- hygiene care routines
- Engaging in one-to-one personal direct online or digital messages to children
- and young people
- Following children's and young people's accounts and tagging in a social media post,
- Including online 'friend requests' and personal messaging (noting social media
- age restrictions).

Inappropriate conduct in the presence of children and young people

- Using disrespectful language and behaviours between adults, for example yelling and shouting in a hostile tone
- Using threatening or intimidating body language between adults, for example getting in someone's face or following them while continuing to yell at them
- Engaging in sexualised or racially charged conversations
- Engaging with inappropriate images, videos or written content
- Discussing children and young people in a derogatory manner
- Talking disrespectfully about children's and young people's families, culture or home environments

- Talking about or initiating experiences that are inappropriate for children's age and development and may negatively shape thoughts and behaviour.

Source - ACEQUA Information Sheet Inappropriate Conduct

Centre-based services – general educator qualifications

Regulation 126A provides a limited exception to the qualification and ratio requirements for centre-based services educating and caring for children of preschool age or under.

Effectively, regulation 126A allows a person who holds a qualification in primary teaching to be utilised to replace an otherwise appropriately qualified educator, however, the replacement person can only be utilised for a maximum of 30 days in any 12-month period, and only when the qualified educator's absence is caused by:

- Short-term illness
- The educator's resignation
- A practicum placement required to be undertaken by the educator for an approved education and care qualification; or
- Leave.

Centre-based services – illness or absence of early childhood teacher or suitably qualified person

Regulation 135 sets out a list of circumstances that allow a centre-based service to replace an early childhood teacher, a second early childhood teacher or a suitably qualified person with a person who holds an approved diploma level education and care qualification or a qualification in primary teaching, as an interim measure.

The circumstances referred to above are where the absence of the early childhood teacher, the second early childhood teacher or suitably qualified person is caused by:

- Short-term illness
- The resignation of the early childhood teacher, the second early childhood teacher or the suitably qualified person (as the case may be)
- A practicum placement required to be undertaken by the early childhood teacher or the second early childhood teacher (as the case may be) for an approved education and care qualification
- A practicum placement required to be undertaken by the suitably qualified person for an approved education and care qualification; or
- Leave.

Centre-based services – record-keeping requirements for replacements

Regulation 152A provides that the approved provider of a centre-based service must keep a record of an educator who is replaced in accordance with regulation 126A that includes the following information:

- The full name of the educator
- The qualification that the educator who is replaced holds, or is actively working towards, for the purposes of regulation 126
- The qualification of the person who replaced the educator
- The dates on which the educator was replaced; and
- The reason for the educator's absence.

Regulation 152B provides that the approved provider of a centre-based service must keep a record of an early childhood teacher or a suitably qualified person who is replaced in accordance with regulation 135(1) or (2) that includes the following information:

- The full name of the early childhood teacher or the suitably qualified person
- Whether the person who is replaced is an early childhood teacher or a suitably qualified person
- The qualification of the person who replaced the early childhood teacher or the suitably qualified person (as the case may be)
- The dates on which the early childhood teacher or the suitably qualified person was replaced; and
- The reason for the absence of the early childhood teacher or the suitably qualified person.

Family day care service – family day care coordinator to educator ratios

Regulation 123A provides that the prescribed minimum number of qualified persons that are required to be employed or engaged as family day care coordinators of an approved provider of a family day care service, as set out below:

- If a family day care service has provided education and care to children for less than 12 months, the prescribed minimum number of qualified persons employed or engaged as family day care co-ordinators is 1 full-time equivalent family day care co-ordinator for every 15 family day care educators (or part of that number)
- If a family day care service has provided education and care to children for 12 months or more, the prescribed minimum number of qualified persons employed or engaged as family day care co-ordinators is to be calculated in accordance with the following ratios: – if the number of family day care educators engaged by or registered with the service is not more than 25—1 fulltime equivalent family day care coordinator
- If the number of family day care educators engaged by or registered with the service exceeds 25—an additional 0.2 full-time equivalent family day care co-ordinator for every additional 5 family day care educators (or part of that number).

A current list of approved qualifications is available on the Australian Children's Education and Care Quality Authority (ACECQA) website. Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator. Application forms are available on the ACECQA website and a fee is required for processing an application.

All volunteers and students are required to have a current criminal history record check and maintain a Working with Children / Working with Vulnerable people (children) check.

Review

This policy is to be reviewed by: April 2029.

5. Responsibilities relating to the Staffing Policy

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure the safety, rights and best interests of children are of paramount consideration for all decision made by all Uniting staff *S2A*	**R**	✓	✓		✓
Ensure the following people involved in ECEC complete mandatory national child safety training: • The approved provider of the service • Each person with management or control of the service • Each nominated supervisor of the service • Each person in day-to-day charge of the service • Each Family Day Care educator employed or engaged by the service • Each staff member of the service • Each volunteer at the service • Each student who participates in the service. *S162B*	**R**	✓	✓		✓
Ensure procedures are developed and followed to document persons completion of the mandatory child safety training and evidence of certification *S301*	**R**	✓	✓		✓
Complete and maintain the National Educator Workforce Register in the National Quality Agenda IT System for all educators, volunteers and students, non-educator staff, teachers (regardless of whether or not they are registered or accredited with a teacher registration body), nominated supervisors and directors/coordinators *S175 & S269, R145-154*	**R**	✓	✓		✓
Ensure Uniting complies with WWC Connect by: • Using the WWC status checker to verify a person's WWC Clearance before engaging them in child-related work • Connecting new early learning employees to our organisation using WWC Connect before engaging them in child-related work • Keep appropriate records to show we have completed the required checks and connection • Maintain WWC Connect records up to date as staff/volunteers and students start or stop doing child-related work or if their contact details change. *Worker Screening Act 2020*	**R**				

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure that no child is subjected to conduct that a reasonable person would consider to be inappropriate in an education and care service while that child is being educated and cared for by the service *S166A*	**R**	✓	✓		✓
Ensure any contact outside of program hours with children or young people connected to a Uniting service is disclosed beforehand, formally documented and approved by the Senior Manager or their delegate. This includes babysitting and personal relationships with families. Refer to - Out of Hours Babysitting Agreement Waiver	**R**	✓	✓		✓
Appoint a Nominated Supervisor / Responsible Person at each service, including family day care and OSHC who are aged 18 years or older, fit and proper and have suitable skills, as required under legislation (refer to *Determining Responsible Person Policy*) *S161, S162 & R117*	**R**	✓			
Ensure the Nominated Supervisor / Responsible Person completes the Assessment of Nominated Responsible Person Form 24.1 annually	✓	✓			
Ensure the Nominated Supervisor / Responsible Person completes the Responsible Person Declaration and Approvals Form 24.2, and this form is stored with the staffs file at the service and has been uploaded into the Uniting Staff Records folder *R117*	**R**	✓			
Ensure the name of the Nominated Supervisor / Responsible Person in charge of the service is displayed prominently at the service *S172*	**R**	✓			
Ensure that the name and position of the Responsible Person in charge of the Family Day Care service is displayed prominently at the Uniting regional offices *S172*	**R**	✓			
Ensure that when a Nominated Supervisor is no longer employed at the service, is removed from the role or withdraws consent to the nomination, the approved provider is notified via approvedprovider@vt.uniting.org within 7 days. The approved provider must complete and upload Form NS02 in NQAITS *R173*	**R**	✓			

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure that when a nominated supervisor for an NQF service is added, the Quality & Education team are notified via approvedprovider@vt.uniting.org at least 7 days prior to commencement (or as soon as practicable but no more than 14 days after commencement). The approved provider must complete and upload Form NS02 and NS01 in NQAITS. For CSA services, notification is made by using Forms AS13 & AS12. *S56, S173 & R35*	**R**	✓			
Ensure that when there is an appointment or removal of a person with management or control of services, the notification is made in NQAITS within 14 days *S173*	**R**	✓			
Ensure that there is a Nominated Supervisor or Responsible Person (refer to *Glossary* and *Determining Responsible Person Policy*) on the premises at all times the centre-based service is in operation *S161 & S162*	**R**	✓			
Ensure that the Responsible Person, educators, all staff, volunteers and students comply with the *Code of Conduct & Child Safe Code of Conduct* at all times *S2A*	**R**	✓	✓	✓	✓
Ensure a Nominated Supervisor / Responsible Person is available to provide support to family day care educators at all times the service is in operation *R153*	**R**	✓			
Ensure that the Nominated Supervisor / Responsible Person, Family Day Care Coordinators and educators/staff undertake mandatory training and are aware of current child protection laws and any obligations that they may have under these laws *R84, S2A & S162*	**R**	✓	✓		
Ensure that the Nominated Supervisor / Responsible Person and educators/staff undertake information sharing, MARAM and Child Safe Standards training and are aware of current laws and any obligations that they may have under these laws *Child Safety Amendment Bill 2025 S2A*	**R**	✓	✓		
Ensure *Regulation 123A* of the Education and Care Services National Amendment Regulations 2023 (the prescribed minimum number of qualified persons that are required to be employed or engaged as family day care co-ordinators of an approved provider of a family day care service) is adhered to	**R**	✓			

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure centre-based service must keep a record of an early childhood teacher or a suitably qualified person who is replaced in accordance with *regulation 152A* that includes the following information: • The full name of the early childhood teacher or the suitably qualified person; • Whether the person who is replaced is an early childhood teacher or a suitably qualified person; • The qualification of the person who replaced the early childhood teacher or the suitably qualified person (as the case may be) • The dates on which the early childhood teacher or the suitably qualified person was replaced; and The reason for the absence of the early childhood teacher or the suitably qualified person.	**R**	✓	✓		
Ensure centre-based service keep a record of an educator who is replaced in accordance with *regulation 152A* that includes the following information: • The full name of the educator • The qualification that the educator who is replaced holds, or is actively working towards, for the purposes of *regulation 126* • The qualification of the person who replaced the educator • The dates on which the educator was replaced; and • The reason for the educator's absence	**R**	✓	✓		
Ensure the educator-to-child ratios are maintained at all times, that each educator at the service, family day care residence/venue meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training, and emergency asthma management training, and that details of such training is kept on the staff record *S169, R123, R124 & R136*	**R**	✓	✓		
Follow the guidelines for the recruitment, selection and ongoing management of staff as outlined in *Child Safety Policy S2A*	✓	✓			
Employ the relevant number of appropriately qualified educators (refer to *Glossary*) with ACECQA approved qualifications *S169*	**R**	✓			
Appoint an appropriately qualified and experienced educator to be the Educational Leader *S169*	**R**	✓			

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure the Educational Leader completes the Educational Leader acceptance & responsivities form 24.1. ensure this form is stored with the staffs file at the service and has been uploaded into the Uniting Staff Records folder *R118*	**R**	✓			
Employ additional staff, as required, to assist in the provision of a quality early childhood education and care program	✓	✓			
Ensure an early childhood teacher (refer to *Glossary*) is working with the service for the required period of time specified set out in legislation, and that a record is kept of this work *R145, R130-R134*	**R**	✓	✓		
Ensure the name of the Educational Leader is displayed prominently at the service *S172*	**R**	✓	✓		
Ensure that educators and other staff are provided with a current position description that relates to their role at the service	✓	✓	✓		
Develop rosters in consultation with the Early Learning Program Manager in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children *S169 & R123*	**R**	✓	✓		
Maintain a staff record including information about the Nominated Supervisor / Responsible Person, the Educational Leader, other staff members. Details that must be recorded include qualifications, training (current first aid), Working with Children /Vulnerable person check & contact and non-contact hours *R145*	**R**	✓	✓		
Ensure that staff records *and* a record of educators working directly with children are updated annually, as new information is provided or when rostered hours of work are changed *R145*	**R**	✓	✓		
Advise the Working with Children Check Unit at the Department of Justice and Regulation of any relevant change in circumstances, including change of name, address, contact details and change of employer organisation, including changes to the organisation's contact details *Worker Screening Act 2020*	**R**	✓	✓		
Ensure all educators and volunteers have a current Working with Children/Vulnerable person check prior to their being permitted to be an educator or volunteer at the service and the details are read and kept on the staff/volunteer record *R147 & R358*	**R**	✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Comply with relevant industrial agreement and current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Working with Children Act 2005*	**R**	✓			
Undertake the required induction program following appointment to the service	✓	✓	✓	✓	✓
Ensure all staff actively participate in annual performance reviews and development planning	✓	✓	✓		
Ensure that all educators and staff have opportunities to undertake professional development relevant to their role	✓	✓			
Participate in regular supervision building upon skills, knowledge, and capabilities and in an annual performance review	✓	✓	✓		
Inform the Early Learning Program Manager in the event of absence from the service due to leave or illness so a replacement by another Responsible Person can be organised *R123*	**R**	✓	✓		
Inform parents of the name/s of casual or relief staff where the regular educator is absent.		✓	✓		
Maintain a list of casual and relief staff to ensure consistency of service provision		✓	✓		
Ensure that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements *R126*	**R**	✓			
Ensure educators who are under 18 years of age are not left to work alone and are adequately supervised at the service, family day care residence/venue *R120 & S165*	**R**	✓	✓		
Ensure that volunteers/students and parents are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected *S165*	**R**	✓	✓		
Ensure that all educators, staff, volunteers and students are familiar with *Early Childhood Australia's Code of Ethics*	✓	✓	✓	✓	✓
Ensure all early childhood teachers are familiar with the *Australian Professional Standards for Teachers*	✓	✓	✓		
Provide Dynamic supervision at all times *S165*	**R**	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	ECT, Educators, FDC educators and all other staff	Parents/guardians	Agency Staff, Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensure that the Responsible Person, educators and other staff, volunteers and students are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children *R82*	**R**	✓	✓		
Ensure the environment is free from tobacco, vaping devices, vaping substances, drugs and alcohol *R82 & R83*	**R**	✓	✓	✓	✓
Read this *Staffing Policy*	✓	✓	✓	✓	✓
Ensure volunteers/students are aware of child protection law and child safe standards *R84*	**R**	✓	✓	✓	✓
Comply with the Code of Conduct (refer to the *Code of Conduct policy*) at all times	✓	✓	✓	✓	✓
Comply with the relevant legislation and quality standards and, and all service policies and procedures *S2A*	✓	✓	✓	✓	✓
Follow the directions of staff and educators at the service and family day care residence at all times to ensure that the health, safety and wellbeing of children is protected *S2A*	✓	✓	✓	✓	✓

6. Related Documents

Forms

UF-EL-069-Staff Record Form.docx
UF-EL-070-Early Learning Staff Induction Checklist.docx
UF-EL-084-Out of Hours Babysitting Agreement Waiver.docx

This policy should be read in conjunction with:
Uniting Child Safety Policy – Uniting adopts the Uniting Church Australia National Child Safety Policy Framework, 2019 and the principles of this Policy Framework

Uniting Policies
Child Safety Policy
Child Safety Code of Conduct
Code of Conduct
Duty of Care Policy
Feedback, Compliments & Complaints Procedure
Privacy Policy
Reconciliation, Inclusion, Diversity and Equity Policy
Safey Screening Policy
WHS and Wellbeing policy

Early Learning Policies
Administration of First Aid Policy
Anaphylaxis Policy
Asthma Policy
Complaints and Grievances Policy
Delivery and Collection of Children Policy
Determining Responsible Person Policy
Educational Program and Practice Policy
Excursions, Regular Outings and Service Events Policy
Interactions with Children Policy
Participation of Volunteers and Students Policy
Supervision of Children Policy

Related legislation/References
Children's Services Amendment Act 2019
Children's Services Regulations 2020
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Education and Training Reform Act 2006 (Vic) (amended in 2014)
National Quality Standard, Quality Area 4: Staffing Arrangements
Staffing Arrangements Fact Sheet Department of Education and Training 2016 (Vic)
Tasmanian Licensing Standards for Centre Based Child Care 2014 Class 5 (0-12years): s1, 2, 3
The Kindergarten Funding Guide Department of Education and Training
Working with Children Act 2005 (Vic)
Working with Children Regulations 2006 (Vic)
Apply for a Working with Children Check | Service Victoria
Working with Vulnerable children check Tasmania
Victorian Institute of Teaching – *Level 1* Victoria Police – National Police Record Check: Criminal history checks | Victorian Institute of Teaching