

Early Learning

Staffing Policy

Policy Statement

Uniting Early Learning is committed to engaging and supporting educators:

- to demonstrate contemporary understanding of evidence-based best practice approaches to teaching and learning
- to uphold professional standards such as the ECA Code of Ethics (ECA, 2016).
- to demonstrate professional and ethical practice in their interactions with others,
- to advocate for effective educational programs and practice in the delivery of children’s education and care.
- to model and inspire others to commit to professional values, ethics and commitments, and to accomplish the goals of the organisation.
- to demonstrate a strong vision that guides pedagogical decisions with a shared approach to achieving the best learning outcomes for children
- staffing arrangements that enhance children’s learning and development and ensure their health, safety and wellbeing;
- fulfilling a duty of care to all children attending the service, family day care residence/venue including active supervision at all times;
- providing accountable and effective staffing and management practices;
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community;
- 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 and meeting Child Safe Standards.

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. continuity of staff needs to be mentioned as a priority for decision making

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.

Adults working with children and those engaged in management of the service or residing on the 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 Professional standards will guide educator’s behaviour (refer to the *Code of Conduct* Policy), 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 supervision requirements at all times.

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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). A responsible person will be present at all times the education and care service is operating. As a demonstration of duty of care and best practice, all Uniting Early Learning educators are required to have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

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.

Current Environmental Context

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.

Attachment 12a - Responsibilities relating to the Staffing Policy

Forms are also available on the intranet:

[Form 12.1 – Induction Checklist \(Employee\)](#)

[Form 12.2 – Training Check Register](#)

[Form 12.3 – Early Learning Staff Record](#)

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Reference/Sources

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

Inclusion, diversity and Equity Policy	Educational Program and Practice Policy
Administration of First Aid Policy	Excursions, Regular Outings and Service Events Policy
Anaphylaxis Appendix Policy	Feedback Policy
Asthma Appendix Policy	Interactions with Children Policy
Code of Conduct Policy	Child safety policy
Complaints and Grievances Policy-Level 3	Participation of Volunteers and Students Policy
Delivery and Collection of Children Policy	Pre-Employment Check Policy
Determining Responsible Person Policy	Privacy Policy
Duty of Care Policy	Supervision of Children Policy

- *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)
- Working with Children Check unit, <https://www.workingwithchildren.vic.gov.au/>
- Working with Vulnerable children check: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>
- Victorian Institute of Teaching – *Level 1* Victoria Police – National Police Record Check: www.police.vic.gov.au/content.asp?Document_ID=274

Authorisation

This policy was adopted by Uniting Early Learning: 10/12/2020

Review

This policy is to be reviewed by: 10/12/2022

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Attachment 12a Responsibilities relating to the Staffing Policy

Approved Provider

- Comply with the Uniting *Code of Conduct Policy* at all times.
- Appoint a Responsible Person at each service, family day care residence/venue ([refer to Glossary](#)) who are aged 18 years or older, fit and proper and have suitable skills, as required under legislation ([refer to Determining Responsible Person Policy](#)).
- Ensure that there is a Responsible Person ([refer to Glossary](#) and [Determining Responsible Person Policy](#)) on the premises at all times the service is in operation.
- Ensure a Responsible Person is available to provide support to family day care educators at all times the service is in operation.
- Ensure that the Responsible Person, educators, all staff, volunteers and students comply with the *Code of Conduct policy* at all times.
- Ensure that children being educated and cared for by the service are adequately supervised ([refer to Glossary](#) and [Supervision of Children Policy](#)) at all times they are in the care of that service, family day care residence/venue.
- Comply with the legislated educator-to-child ratios at all times.
- Ensure that all staffing meets the requirements of *The Kindergarten Funding Guide* ([refer to glossary](#)) at all times the service is in operation.
- 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*.
- Follow the guidelines for the recruitment, selection and ongoing management of staff as outlined in *Child Safety Policy*.
- Employ the relevant number of appropriately qualified educators ([refer to Glossary](#)) with ACECQA approved qualifications.
- 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, where required, a record is kept of this work.
- Appoint an appropriately qualified and experienced educator to be the Educational Leader ([refer to Glossary](#)), ensuring this is documented on the staff record.
- Ensure that educators and other staff are provided with a current position description that relates to their role at the service.
- Maintain a staff record ([refer to Glossary](#)) including information about the Responsible Person, the Educational Leader, other staff members. Details that must be recorded include qualifications, training, Working with Children /Vulnerable person check.
- Ensure all staff have a current Working with Children/Vulnerable person check. ([refer to Glossary](#)).
- Ensure all early childhood teachers have a Victorian Institute of Teaching (VIT) certificate of registration.
- Determine who will cover the costs of Working with Children/Vulnerable person check or criminal history record checks.
- Develop and implement an appropriate induction program for all educators and staff appointed/contracted to the service.
- Ensure all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training ([refer to Glossary](#)) in attendance and immediately available at all times that children are being educated and cared for by the service.
- Develop procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly, and that staff are provided with the opportunity to update their qualifications prior to expiry.

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- Ensure processes and systems are in place to support performance reviews and development planning.
- Ensure that staff records (refer to *Glossary*) 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.
- Ensure that annual performance reviews of the responsible person, educators and other staff are undertaken.
- Review staff qualifications as required under current legislation and funding requirements on an annual basis.
- Ensure that all educators and staff have opportunities to undertake professional development relevant to their role.
- Ensure that the Responsible Person and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws.
- Ensure that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.
- 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.

Responsible Person

- Ensure that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.
- 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.
- Follow the guidelines for the recruitment, selection and ongoing management of staff as outlined in the *Child Safety Policy*.
- Ensure adequate supervision of children at all times (refer to *Supervision of Children Policy*).
- 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.
- Develop rosters in consultation with the Early Learning Coordinator in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children.
- Ensure that educators and other staff undertake appropriate induction following their appointment to the service.
- Ensure that all educators and staff have opportunities to undertake professional development relevant to their role and participate in an annual performance review.
- Facilitate two-way discussion with staff and educators for giving and receiving feedback and formulating plans and mutually agreed goals for future work and professional development.
- Ensure that less experienced educators and others engaged to be working with children are adequately supervised.
- 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.
- Read the Working with Children /Vulnerable person check or confirm VIT registration of all staff prior to their being engaged or employed as a staff member at the service.
- Read the Working with Children /Vulnerable person check of all volunteers prior to their being permitted to be a volunteer at the service.
- Ensure that a register of the Working with Children /Vulnerable person check or VIT registrations is maintained and the details kept on each staff record.

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- Ensure staff details of qualifications and training are kept on the staff record.
- Ensure that they are aware of current child protection laws and any obligations that they may have under these laws (refer *Child Safety Policy*).
- 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 (refer to *Participation of Volunteers and Students Policy*).
- Inform the Early Learning Coordinator in the event of absence from the service due to leave or illness so a replacement by another Responsible Person can be organised.
- 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 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

Educators

- Provide details of their current Working with Children /Vulnerable person check or VIT registration and relevant Criminal Records Check for the staff record.
- Ensure that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Undertake the required induction program following appointment to the service.
- 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.
- Providing adequate supervision at all times (refer to *Glossary* and *Supervision of Children Policy*).
- Maintain educator-to-child ratios at all times.
- Maintain current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training.
- In collaboration with the Responsible Person, initiate and undertake professional development relevant to your role to keep current knowledge and expertise.
- Participate in regular supervision building upon skills, knowledge, and capabilities and in an annual performance review.
- Supervise students and trainees’ educators at the service and ensuring that they are not left to work alone.
- Be aware of current child protection laws and any obligations that they may have under these laws (refer to *Child Safety Policy*).
- Participate in regular supervision building upon skills, knowledge, and capabilities

Parents, volunteers and students

- Read this *Staffing Policy*.
- 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.
- 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.

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