

Staffing Policy

Aim:	This policy outlines how Concongella Primary School Council Outside of School Hours Care (OSHC) will employ, engage with and support our OSHC Staff
Date of Operation:	16/06/2021
Review Dates:	16/06/2022

POLICY

Concongella Primary School Council OSHC is committed to:

- Ensuring that the safety, health and wellbeing of children attending our services 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
- 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 policy and funding requirements
- Complying with relevant industrial agreements and current legislation in relation to the employment of staff
- Continuity of educators at the service
- The professional development of staff

Concongella Primary School Council School Council is responsible for:

- Ensuring the Concongella Primary School Council OSHC Code of Conduct is in place at all times
- Complying with the Concongella Primary School Council OSHC Determining Responsible Person Procedure at all times (see below)
- Ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service

- Complying with the legislated educator-to-child ratios and minimum approved Australian Children's Education Care and Quality Authority (ACECQA) qualifications required at all times
- Complying 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
- Following the guidelines for the recruitment and selection of staff as outlined in the [Insert school name] OSHC Recruitment and Selection Policy
- Employing additional staff, as required, to assist in the provision of a quality early childhood education and care program
- Appointing an appropriately qualified and experienced educator to be the Educational Leader, and ensuring this is documented on the staff record
- Maintaining a staff record in accordance with Regulation 145 of the Education and Care Services National Regulations 2011 (National Regulations), including information about the Responsible Person, Nominated Supervisor, the Educational Leader, other staff members. Details that must be recorded include qualifications, training, and either a Working with Children Check (Regulations 146–148) or VIT registration. A sample staff record is available on the Australian Children's Education and Care Quality Authority (ACECQA) website:
<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- Complying with the [Insert school name] OSHC Working with Children's Check or VIT registration and National Criminal History Records Check procedure at all times
- Developing and implementing an appropriate induction program for all staff appointed to the service
- Developing rosters in accordance with the availability of Responsible Persons, availability of first aid qualified staff, hours of operation and the attendance patterns of children
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the safety, health and wellbeing of children at the service is protected
- Ensuring that at least one educator is present who has current approved first aid qualifications and CPR training at all times. Details of qualifications and training must be kept on the staff record
- Ensuring at least one person on site hold a current qualification in assisting with emergency asthma management and anaphylaxis management training. Details of qualifications and training must be kept on the staff record
- Developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly
- Ensuring that annual performance reviews are completed for all staff

- Ensuring that all educators and staff have opportunities to undertake professional development relevant to their role
- Ensuring that all staff are advised and aware of current child protection laws and any obligations that they may have under these laws
- Developing and maintaining a list of casual and relief staff to ensure consistency of service provision, including where possible, staff with a first aid qualification

The Nominated Supervisor is responsible for:

- Ensuring 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 (see below)
- Complying with the [Insert school name] Code of Conduct Policy at all times
- Ensuring adequate supervision of children at all times
- Ensuring the educator-to-child ratios are maintained at all times, that each educator at the service 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 (if applicable), and that details of such training is kept on the staff record
- Developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- Ensuring that educators and other staff undertake appropriate induction following their appointment to the service
- Ensuring that all educators and staff have opportunities to undertake professional development relevant to their role
- Participating in an annual performance review
- Ensuring that less experienced educators and others engaged to be working with children are adequately supervised and mentored
- Providing details of their current WWC Check or VIT registration for the staff record
- Ensuring 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
- Ensuring that they are aware of current child protection laws and any obligations that they may have under these laws
- Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent

Educators are Responsible for:

- Complying with the Concongella Primary School Council OSHC Code of Conduct at all times
- Providing details of their current WWC Check or VIT registration and where relevant Criminal Records Check for the staff record
- Undertaking the required induction program following appointment to the service
- Advising the Working with Children Check Unit at the Department of Justice and Regulation, or VIT in the case of teacher registration, 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
- Where the role involves working with children, providing adequate supervision at all times
- Maintaining educator-to-child ratios at all times
- Maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training (where applicable)
- Participating in an annual performance review
- Undertaking professional development relevant to their role to keep their knowledge and expertise current
- Ensuring that they are aware of current child protection laws and any obligations that they may have under these laws

Parents, Guardians and Participants are responsible for:

- Respect the human worth, dignity, and respect of Concongella Primary School Council OSHC staff, guardians, and participants
- Provide a safe work environment for Concongella Primary School Council OSHC staff and volunteers
- Engaging in positive communication with staff
- Following appropriate complaint procedures where required

Breaches of the Staffing Policy, or other Concongella Primary School Council OSHC and procedures, will result in action being taken, which may lead to limited access to the service.

Determining the Responsible Person in Charge Procedure

This procedure outlines the key requirements of the appointed responsible person, who must be present at all times in services educating and caring for children. Under the National Regulations, the responsible person must be either the Approved Provider, Nominated Supervisor or a person in day to day charge of the service.

Concongella Primary School Council OSHC operates under the *Education and Care Services National Law Act 2010* (National Law) and the National Regulations and must ensure a responsible person is present whenever the service is educating and caring for children.

In compliance with section 162 (1) (a) to (c) of the National Law, a responsible person must be:

- The Principal, as the representative of the School Council, or
- The nominated supervisor of the service;
- Or a person in day-to-day charge of the service

Concongella Primary School Council OSHC service will display the name and position of the responsible person in charge of the education and care service at any given time, in accordance with Regulation 173 (2) (c) of the National Regulations.

Concongella Primary School Council OSHC will ensure at all times this information is accurately recorded and available in all applicable educators Human Resources files at the approved premises of the service.

Definitions

Staff Record: A record which the [Insert school name] OSHC must keep containing information about all personnel working in our children's services

Approved Provider: The school council is the approved provider.

Person with Management or Control: A representative of the school council (almost always the principal) who has the responsibilities of an approved provider under the National Quality Framework.

Nominated Supervisor: The nominated supervisor is a person with responsibility for the day to day management of the service.

Roles and Responsibilities

Department/Role	Responsibility
Educators and Supervisors	Nominated supervisor/Education Leader and Person with Management or Control will oversee the implementation and service adherence to this policy All Educators are responsible for the daily implementation of the policy when directly supervising children.
School Council / Principal	Provide official sign off on the Policy

Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Concongella Primary School Council OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

Legislation and Standards

- [Education and Care Services National Law Act](#) 2010
- [Education and Care Services National Regulations](#) 2011
- National Quality Standards (Quality Area 4: Staffing Arrangements)
- [Child Safe Standards](#)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Working with Children Act 2005 (Vic)
- Working with Children Regulations 2006 (Vic)

Supporting Documents

Staff Acknowledgement

I acknowledge:

- receiving the Concongella Primary School Council OSHC Staffing Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	
Signed:	
Date:	
Concongella Primary School Council OSHC sign off:	Date: