

BEACONSFIELD KINDERGARTEN INC.

STAFFING POLICY

Mandatory – Quality Area 4

PURPOSE

This policy will provide guidelines for engaging staff at Beaconsfield Kindergarten, including:

- employing sufficient numbers of educators to meet legislative, policy and service standards
- employing educators with qualifications and experience that meet legislative, policy and service standards
- providing appropriate supervision and support to staff and other adults at the service
- complying with legislation relating to Working with Children Checks, Victorian Institute of Teaching (VIT) registration and meeting Child Safe Standards.

This policy should be read in conjunction with the following service policies:

- *Child Safe Environment Policy*
 - *Code of Conduct Policy*
 - *Determining Responsible Person Policy*
 - *Participation of Volunteers and Students Policy*
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POLICY STATEMENT

VALUES

Beaconsfield Kindergarten Inc. 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
- 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 legislation, policy and funding requirements
- 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 *Working with Children Act 2005*
- continuity of educators at the service
- the further development of staff.

SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, volunteers, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Beaconsfield Kindergarten Inc, including during offsite excursions and activities.

| RESPONSIBILITIES | Approved provider and persons with management or control | Nominated supervisor and persons in day-to-day charge | Early childhood teacher, educators and all other staff | Parents/guardians | Contractors, volunteers and students |
|---|--|---|--|-------------------|--------------------------------------|
| R indicates legislation requirement, and should not be deleted | | | | | |
| Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met in relation to staffing arrangements | R | R | | | |
| Ensuring that quality staffing practices are in place in line with the <i>National Quality Standard</i> , especially Quality Area 4 – Staffing arrangements | R | R | | | |
| Complying with the service's <i>Code of Conduct Policy</i> at all times | √ | √ | √ | √ | √ |
| Ensuring that all educators, staff, volunteers and students are familiar with Early Childhood Australia's Code of Ethics | √ | √ | √ | √ | √ |
| Ensuring that the environment is free from the use of tobacco, illicit drugs and alcohol, and the nominated supervisor, educators, staff, volunteers and students are not affected by alcohol or drugs (including prescription medication). | R | √ | √ | | √ |
| Appointing nominated supervisor/s (<i>refer to Definitions</i>) who are aged 18 years or older, fit and proper and have suitable skills, as required under the <i>National Law, Section 161 (refer to Determining Responsible Person Policy) (Regulations 117C)</i> | R | R | | | |
| Ensuring the nominated person completes and signs a Compliance history statement template and a Prohibition notice declaration template (<i>refer to Sources</i>) | R | √ | √ | | √ |
| Ensuring that there is a nominated supervisor or person in day-to-day charge (<i>refer to Definitions and Determining Responsible Person Policy</i>) on the premises at all times the service is in operation (<i>National Law: Section 162, Regulation 117A, 117B</i>) | R | R | | | |
| Ensuring that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training | R | √ | √ | | √ |
| Developing rosters in accordance with the availability of responsible persons, staff qualifications, hours of operation and the attendance patterns of children | √ | √ | | | |
| Ensuring that the name of each nominated supervisor of the service is displayed and easily visible from the main entrance of the service (<i>National Law: Section 172, Regulation 173</i>) | R | √ | | | |

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| 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 | R | √ | √ | | |
| Notifying the DE in writing about a new nominated supervisor and if the details of the nominated supervisor change | R | √ | | | |
| Ensuring that children being educated and cared for by the service are adequately supervised (<i>refer to Definitions and Supervision of Children Policy</i>) at all times they are in the care of that service (<i>National Law: Section 165(1)</i>) | R | R | √ | | √ |
| Complying with the legislated educator-to-child ratios at all times (<i>National Law: Sections 169, National Regulations: Regulations 122, 123, 357</i>) | R | R | √ | | |
| Ensuring that all staffing meets the requirements of <i>The Kindergarten Funding Guide (refer to Sources)</i> at all times the service is in operation | R | √ | | | |
| Complying with relevant industrial agreement and current legislation relating to the employment of staff, including the <i>Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Worker Screening Act 2020</i> | R | √ | | | |
| Following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the <i>Child Safe Environment Policy</i> | R | √ | | | |
| Employing the relevant number of appropriately-qualified educators (<i>refer to Definitions</i>) with ACECQA approved qualifications (<i>refer to Background and Sources</i>) (<i>Regulations 126</i>) | R | √ | | | |
| Employing additional staff, as required, to assist in the provision of a quality early childhood education and care program | R | | | | |
| Ensuring that early childhood teachers, educators and other staff undertake appropriate induction following their appointment to the service | R | √ | | | |
| Ensuring an early childhood teacher (<i>refer to Definitions</i>) is working with the service for the required period of time specified in the <i>Regulations 130 - 135</i> , and that, where required, a record is kept of this work (<i>Regulations 152, 363</i>) | R | √ | | | |
| Maintaining a record of early childhood teachers and educators working directly with children in accordance with <i>Regulation 151</i> | R | √ | | | |
| Appointing an appropriately-qualified and experienced educator to be the educational leader (<i>refer to Definitions</i>), and ensuring this is documented on the staff record (<i>Regulations 118, 148</i>) | R | √ | | | |
| Ensuring that educators and other staff are provided with a current position description that relates to their role at the service | √ | √ | | | |
| Ensuring all early childhood teachers have a Victorian Institute of Teaching (VIT) certificate of registration. | R | | | | |

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| Maintaining a staff record (<i>refer to Definitions and Sources</i>) in accordance with <i>Regulation 145</i> , including information about the responsible person, nominated supervisor, the educational leader, other staff members, volunteers and students. Details that must be recorded include qualifications, training, <i>Working with Children Clearance</i> as set out in <i>Regulations 146–149</i> . | R | √ | | | |
| Complying with the requirements of the <i>Worker Screening Act 2020</i> , and ensuring that the nominated supervisor, educators, staff, volunteers and students the service have a current WWC Clearance (<i>refer to Definitions</i>) or a Victorian Institute of Teaching (VIT) certificate of registration (applicable to ECT only) | R | √ | | | |
| Confirming the WWC Clearance or confirming VIT registration (applicable to ECT only) of all staff prior to their being engaged or employed as a staff member at the service | R | √ | | | |
| Confirming the WWC Clearance of all volunteers prior to their being permitted to be a volunteer at the service | R | √ | | | |
| Ensuring that a register of the WWC Clearance or VIT registrations is maintained and the details kept on each staff record (<i>Regulations 145, 146, 147, 149</i>) | R | √ | √ | | √ |
| Determining who will cover the costs of WWC Clearance or criminal history record checks (<i>refer to Definitions</i>) | √ | √ | | | |
| Ensuring that volunteers/students and parents/guardians 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 (<i>refer to Participation of Volunteers and Students Policy</i>) | R | R | | | |
| Ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service (<i>Regulation 120</i>) | R | √ | √ | | √ |
| Ensuring that there is at least one educator with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training (<i>refer to Definitions</i>) in attendance and immediately available at all times that children are being educated and cared for by the service. Details of qualifications and training must be kept on the staff record (<i>Regulations 136, 145</i>) | R | √ | √ | | √ |
| Note: this is a minimum requirement. As a demonstration of duty of care and best practice, Beaconsfield Kindergarten requires that all early childhood teachers and educators have current approved first aid qualifications and anaphylaxis management training and emergency asthma management training. | | | | | |
| Developing 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 | √ | √ | | | |
| Ensuring that staff records (<i>refer to Definitions and Sources</i>) and a record of ECT and educators working directly with children (<i>refer to Definitions</i>) are updated annually, as new | R | √ | | | |

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| information is provided or when rostered hours of work are changed (<i>Regulations 145–151</i>) | | | | | |
| Ensuring that annual performance reviews of the nominated supervisor, early childhood teachers, educators and other staff are undertaken as per the <i>National Quality Framework 7.2.3</i> | R | √ | √ | | |
| Reviewing staff qualifications as required under current legislation and funding requirements on an annual basis | √ | √ | | | |
| Ensuring that the nominated supervisor, early childhood teachers, 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 (<i>Regulation 83</i>) (refer to <i>Tobacco, Alcohol and other Drugs Policy</i>) | R | R | | | |
| Ensuring that nominated supervisor, early childhood teachers, educators meet their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications | R | √ | √ | | √ |
| Ensuring that all early childhood teachers, educators and staff have opportunities to undertake professional development relevant to their role as per the National Quality Framework | R | √ | | | |
| Ensuring that the nominated supervisor, early childhood teachers and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws (<i>Regulation 84</i>) (refer to the <i>Child Safe Environment Policy</i>) | R | √ | | | |
| Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent | √ | √ | | | |
| Developing and maintaining a list of casual and relief staff to ensure consistency of service provision | √ | √ | | | |
| Ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements. | √ | √ | | | |

BACKGROUND AND LEGISLATION

Background

High quality services with qualified, skilled and supported educators have a long-term positive impact on the trajectory of children’s lives. Minimum qualification requirements are specified in legislation for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*The Kindergarten Funding Guide – refer to Sources*).

A current list of approved qualifications is available on the Australian Children’s Education and Care Quality Authority (ACECQA) website (refer to *Sources*). 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.

In addition, there are legislative requirements that there is at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being

educated and cared for by the service. These qualifications must be updated as required, and a copy of the qualifications must be kept on an individual's staff record. As a demonstration of duty of care and best practice, Beaconsfield Kindergarten requires that **all educators** have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

Opportunities for professional development are crucial for all educators to ensure that their work practice remains current and aligned to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (refer to *Sources*).

Staff are required to actively supervise children at all times when children are in attendance at the service (refer to *Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, which are based on the qualifications of the educators, and the ages and number of children at the service. Only those educators working directly with children (refer to *Definitions*) can be counted in the ratio.

All educators and staff are required by law to have a current WWC Clearance or be registered with the Victorian Institute of Teaching (refer to *Definitions*). It is also recommended that the Nominated Supervisor and staff with financial responsibilities also have a criminal history record check (refer to *Definitions* and *Sources*).

Child Safe Standard organisations are required to have policies and procedures in place for recruitment and pre-employment screening and selection; and that appropriate induction, training and people management of staff is focused on child safety and wellbeing (refer to *Child Safe Environment Policy*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- *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)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009*
- *National Quality Standard*, Quality Area 4: Staffing Arrangements
- *Privacy Act 1988* (Cth)
- *Privacy and Data Protection Act 2014* (Vic)
- *Worker Screening Act 2020*
- *Worker Screening Regulations 2021* (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Regulatory Authority, National Law, National Regulations etc. refer to the *General Definitions* section of this manual.

Adequate supervision: (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Criminal history record check: A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to *Sources*), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

SOURCES AND RELATED POLICIES

Sources

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- A sample staff record is available on the ACECQA website: www.acecqa.gov.au
- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- ACECQA, Compliance history statement template and a Prohibition notice declaration template (acecqa.gov.au/resources/applications/sample-forms-and-templates)
- Department of Education, The Kindergarten Funding Guide: <https://www.vic.gov.au/kindergarten-funding-guide>
- ELAA's *Early Childhood Management Manual* contains additional information and attachments relating to staffing, including sample position descriptions, sample letters of employment and interview questions. Available from: www.elaa.org.au
- ELAA's *Employee Management and Development Kit* developed to support early learning services in the ongoing management and development of their employees. Available from www.elaa.org.au
- The Commission for Children and Young People (2018), *A Guide for Creating a Child Safe Organisation*, ccyp.vic.gov.au
- *The Early Years Learning Framework for Australia: Belonging, Being, Becoming*: www.education.gov.au
- Victoria Police – National Police Record Check: www.police.vic.gov.au
- *Victorian Early Years Learning and Development Framework*: www.education.vic.gov.au
- Working with Children Check unit, Department of Justice and Regulation – provides details of how to obtain a WWC Check: www.workingwithchildren.vic.gov.au

Related policies

- *Administration of First Aid Policy*
- *Anaphylaxis and Allergic Reactions Policy*

- *Asthma Policy*
 - *Child Safe Environment Policy*
 - *Code of Conduct Policy*
 - *Compliments and Complaints Policy*
 - *Curriculum Development Policy*
 - *Delivery and Collection of Children Policy*
 - *Determining Responsible Person Policy*
 - *Inclusion and Equity Policy*
 - *Interactions with Children Policy*
 - *Participation of Volunteers and Students Policy*
 - *Privacy and Confidentiality Policy*
 - *Supervision of Children Policy*
 - *Tobacco, Alcohol and Other Drugs*
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EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly check staff records to ensure WWC Clearance and qualifications are current and complete
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Attachment 1: Induction Checklist
- Attachment 2: Induction Checklist for relief staff

AUTHORISATION

This policy was adopted by the Approved Provider of Beaconsfield Kindergarten Inc. on 17th March 2014.

REVIEW DATE: 7/10/2024

REVIEW FREQUENCY: Annual

NEXT REVIEW DUE: October 2025

ATTACHMENT 1

Induction checklist

Name: _____ Date: _____

To be completed by all new employees at Beaconsfield Kindergarten and returned to the Centre Manager or Nominated Supervisor prior to commencing at the service.

| | Please tick |
|---|-------------|
| I have been given access to the policies and procedures of Beaconsfield Kindergarten | |
| I have been given relevant information about the content of service policies and procedures, including those relating to: | |
| • conduct while at the service (<i>Code of Conduct Policy</i>) | |
| • emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>) | |
| • accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>) | |
| • dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>) | |
| • good hygiene practices (<i>Hygiene Policy</i>) | |
| • dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) | |
| • first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) | |
| • daily routines | |
| • the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>) | |
| • interacting appropriately with children (<i>Interactions with Children Policy</i>) | |
| • reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy</i>) | |
| • reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>) | |
| • handling complaints and grievances (<i>Complaints and Grievances Policy</i>) | |
| • child safety and wellbeing and child protection including <ul style="list-style-type: none"> ○ relevant child safety legislation, including Child Safe Standards and Reportable Conduct Scheme ○ mandatory reporting obligations ○ how to respond to concerns (<i>Child Safe Environment Policy</i>) | |

| | Please tick |
|--|-------------|
| • privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>) | |
| I am aware of the non-smoking policy of the service | |
| The expectations of my engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me | |
| I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition | |
| I have been advised of the appropriate people to approach if I have any questions or concerns, particularly during my orientation period. | |
| I understand that I will be asked to attend a meeting/s with the Educational Leader, Nominated Supervisor and/or Centre Manager at the conclusion of my probationary period to discuss my understanding of policies and procedures at Beaconsfield Kindergarten. | |

Staff name: _____

Signature: _____ Date: _____

Inducted by name: _____

Signature: _____ Date: _____

ATTACHMENT 2

Induction checklist for relief staff

To be completed by all relief employees at Beaconsfield Kindergarten and filed with staff record.

| | Please tick |
|---|-------------|
| Sign Visitor's Book and collect lanyard | |
| Provide copies of <ul style="list-style-type: none"> - qualifications <input type="checkbox"/> - VIT / WWCC <input type="checkbox"/> - First aid certificates <input type="checkbox"/> | |
| Complete employee record for relief staff | |
| Discuss emergency evacuation procedures, including locations of fire extinguishers and emergency exits | |
| Discuss first aid arrangements for children and adults, including the location of the first aid kits | |
| Discuss children's health needs, any medical conditions, and show Allergy Buddy and kitchen displays | |
| Discuss group/daily routines | |
| Discuss group planning and individual planning and support needs | |
| Discuss child safety and wellbeing and child protection including <ul style="list-style-type: none"> o relevant child safety legislation, including Child Safe Standards and Reportable Conduct Scheme o mandatory reporting obligations o how to respond to concerns (<i>Child Safe Environment Policy</i>) | |
| Refer to program book on display in foyer and kinder room | |
| Beaconsfield Kindergarten has a Code of Conduct which details acceptable behavioural standards for all staff when interacting with other staff, children and families. A copy of the Code of Conduct is available on request. | |
| Beaconsfield Kindergarten expects all to educators work from a strengths-based approach, ensuring they display positive interactions and guidance towards children and other staff at all times. | |
| I understand the sensitive nature of any information and/or child observations gained during my employment at Beaconsfield Kindergarten and agree to keep any such information confidential. | |
| I am aware of the non-smoking policy of the service. | |
| I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition. | |

Name of relief staff: _____

Signature: _____ Date: _____

Name of person doing induction: _____

Signature: _____ Date: _____