

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

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

## Orientation

Relief staff members are required to undergo a full induction & orientation into the Centre to ensure they have a clear understanding of:

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

## Relief Staff Induction pack

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

- Staff handbook
- Centre philosophy
- Job description
- Employment contract
- Staffing detail form
- Code of Conduct
- Code of Ethics

## Centre Requirements

Prior to relief staff commencing at the Centre we must have the following information:

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

## Employment Commencement

- It is a requirement that relief staff arrive 10 minutes prior to their shift to ensure they have adequate time to place their belongings in an allocated locker, read any staff communicates and sign on and be up to date with important points that are relevant and necessary for the day.
- Relief staff members are to rely on the direction of the Educational Leader / Room Leader
- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the Centre, who they are replacing and how long they expect to be placed at the Centre.



- All relief staff members are to accept and embrace the importance of confidentiality and that of the children within their care. They are to treat any information shared with them in the best interest of the child - professionally and sensitively.
- In conjunction with all permanent staff members, relief are requested to be mindful of the time and time taken for their breaks and return promptly to minimise any disruption to the set routine.
- It is advised that all staff members, whether relief or permanent, look after their health and keep their immunisations up to date.
- The Centre will aim to maintain a register of relief staff members that are familiar to the Centre, families, children, policies and program.

### Centre Dress Code

Relief staff must ensure they maintain a professional image at all times. Staff are to be clean and tidy at all times with no offensive clothing worn.

- **Shorts/Skirts**
  - Shorts and Shirts may be worn at an acceptable length for shorts and skirts which is considered to be two inches above the knee. Clothing shorter than this is not considered to be acceptable.
- **Tops**
  - In maintaining the professional image staff need to consider the suitability of tops when deciding what to wear.
  - A T-Shirt is required covering the shoulder
  - Singlets, midriffs and strapless tops will not be accepted in the work environment. If it is felt that a staff member's top is too revealing, or inappropriate for wear around children and clients then they will be asked to return home to change.
- **Footwear**
  - Kitchen staff must wear closed in shoes at all times.
  - Closed in shoes are preferred for other staff.
  - Thongs are not appropriate dress, and are considered dangerous footwear in the workplace.
- **Sun Safety**
  - Consideration should be given to hats in summer for outdoors (as an example to children, and for your own protection).
  - Staff will be required to wear a wide brimmed hat (no caps)
  - Staff will be provided with sunscreen for use.
  - Staff may wear sunglasses in the outdoor environment

### Alcohol, Tobacco and other Drugs

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

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**Source:** Education and Care Services National Regulations 2011, National Quality Standard, Fair Work, Industrial Relations.

**Date Implemented:** 16/04/2012

**Review Completed:** 30/04/2019



National Quality Standard – NQS		
Quality Area 7: Leadership and Service Management		
7.1	<b>Governance</b>	Governance supports the operation of a quality service
7.1.1	<b>Service philosophy and purposes</b>	A statement of philosophy guides all aspects of the service’s operations
7.1.2	<b>Management Systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	<b>Roles and Responsibilities</b>	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2.3	<b>Development of professionals</b>	Educators, co-ordinations and staff members’ performance is regularly evaluated and individual plans are in place to support learning and development.
Education and Care Service National Regulations		
120	Educators who are under the age of 18 to be supervised	
145	Staff Records	
149	Volunteers and Students	
168	Policies and Procedures	