

Our Centre aims to maintain continuity of education and care and abide by the Education and Care Services National Regulations and National Quality Standard by employing quality relief staff to replace permanent staff on a short-term basis when necessary.

We ensure our Centre meets or exceeds, the minimum educator to child ratios as mandated in National Law to ensure adequate supervision is maintained and educators provide quality education and care in a healthy and safe environment.

## Purpose

Our Centre is committed to be a child safe Early Education and Care Service and uphold the Child Safe Standards as recommended by the National Office for Child Safety. Our recruitment and screening processes for permanent and relief staff play a vital role in protecting children from harm.

## Implementation

- Potential relief staff will be required to attend an interview with management to ensure they are a *'fit and proper person'* and hold the required ACECQA approved qualifications for the particular roles within the centre or be defined as a *'suitably qualified person'* for the position.
  - Approved early childhood teacher qualification or
  - proof of *actively working towards* at least an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification or holds an approved early childhood education and care diploma certificate III level education and care qualification- (see: [ACECQA qualifications checker](#))
  - Or an individual who is registered (accredited in Victoria) as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)
  - Current Working with Children Check; VIT (as per VIC requirements)
  - Any other required qualification- (CPR, First Aid, approved asthma management training, approved anaphylaxis management training, approved child protection training)
- The interview process will include management checking references to ensure the applicant is a *'fit and proper person'* and verify their Working with Children Check (WWCC); VIT
- 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
- Code of Conduct
- Child Safe Standards
- Sign in and out processes
- Emergency evacuation procedure
- Centre amenities
- Children's medical and/or dietary requirements and conditions
- The Centre's program and routine
- Their roles and responsibilities (including mandatory reporting and reportable conduct scheme)
- Supervision requirements
- Privacy and confidentiality requirements
- Behaviour guidance strategies implemented



- Work, Health and Safety

### Relief Staff Induction pack

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

- Employee Record
- Educator's handbook
- Centre philosophy
- Job description
- Employment contract
- Code of Conduct
- Copy of the Early Childhood Australia Code of Ethics
- Employee Information form Staff handbook

### Centre Requirements

Prior to relief staff commencing at the Centre management must be provided with the following information:

- Proof of educational qualification
- Evidence of completed professional training in:
  - CPR
  - First Aid certificate
  - Approved Emergency asthma management training and
  - Approved emergency anaphylaxis management training,
  - Approved Child Protection training (where applicable)
- Working with Children Check number and date of expiry; VIT and date of expiry
- Banking details for direct deposit wage payment
- Signed employment contract and job description
- Completed Tax File Declaration form
- Superannuation details
- Emergency contact details
- Medical conditions notification

### 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 communication, sign in, and be up to date with important information that is relevant and necessary for the day.
- Relief staff members are to follow the directions of the Nominated Supervisor / Room Leader.
- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the Centre, inform parents who they are replacing and how long they expect to be placed at the Centre.
- All relief staff members are to abide by confidentiality and privacy legislation in regard to staff, management, children and families within their care. They are to treat any information shared with them professionally and sensitively.
- In conjunction with all permanent staff members, relief staff are requested to be mindful of the time taken for breaks and return promptly to minimise any disruption to the set routine and/or ratio requirements.
- 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 families and children, and familiar with the policies and program to ensure consistency for children, families, and the Centre.

### 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 Skirts may be worn at an acceptable length, 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 covering the shoulder's
  - Singlets, midriiffs 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 families then they will be asked to return home to change.
- **Footwear**
  - Educators and kitchen staff must wear enclosed shoes at all times
  - Enclosed shoes are preferred for all other staff
  - Thongs are not **appropriate dress and are considered dangerous footwear in the workplace.**
- **Sun Safety**
  - All staff are required to wear a hat when participating in outdoor activities (as an example to children, for your own protection, and to comply with legislation)
  - 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
  - Enclosed shoes are to remain on at all times.

#### Alcohol, Tobacco and other Drugs

- Staff members are not permitted to consume alcohol, tobacco, or other drugs whilst on the premises of a children's service. (Reg: 82)
- Staff are not to offer or supply alcohol, tobacco or other drugs to any person at the Centre.
- Staff are not to obtain alcohol, tobacco or other drugs from any person at the Centre
- Staff who are under the influence of alcohol or drugs will not be allowed to remain on the Centre premises
- 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:** Australian Children's Education & Care Quality Authority. (2014). Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011). Fair Work: <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time> Guide to the National Quality Framework. (2017). (Amended 2020). Guide to the National Quality Standard. (2017). Karen Kearns. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.). Revised National Quality Standard. (2018).

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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.
<b>Education and Care Service National Regulations</b>		
120	Educators who are under the age of 18 to be supervised	
145	Staff Records	
149	Volunteers and Students	
168	Policies and Procedures	

