

## Early Learning

# Staffing Policy

## Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

## Policy Statement

Uniting Early Learning is committed to:

- 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, 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.

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.

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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. Professional standards will guide educator’s behaviour (refer to the *Code of Conduct* Policy-Level 1), 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. 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

**Form 12.1** – Induction Checklist (Employee) **Forms are available online:** [Click here](#)

**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:

*Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (Approved May 2017).

<i>Access an Equity Policy - Level 2</i>	<i>Educational Program and Practice Policy</i>
<i>Administration of First Aid Policy</i>	<i>Excursions, Regular Outings and Service Events Policy</i>
<i>Anaphylaxis Appendix Policy</i>	<i>Inclusion and Diversity Policy Level 1</i>
<i>Asthma Appendix Policy</i>	<i>Interactions with Children Policy</i>
<i>Code of Conduct Policy – Level 1</i>	<i>Keeping Children Safe Policy</i>
<i>Complaints and Grievances Policy-Level 3</i>	<i>Participation of Volunteers and Students Policy</i>
<i>Delivery and Collection of Children Policy</i>	<i>Pre-Employment Check Policy Level 1</i>
<i>Determining Responsible Person Policy</i>	<i>Privacy and Confidentiality Policy-Level 2</i>
<i>Duty of Care Policy Level 1</i>	<i>Supervision of Children Policy</i>

- *Children's Services Act 1996: S25, 29A, 30*
- *Children's Services Regulations 2009: r38, 50-63*
- *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, Department of Justice:  
[www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- 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](http://www.police.vic.gov.au/content.asp?Document_ID=274)

## Authorisation

This policy was adopted by Uniting Early Learning: 02/07/2018

## Review

This policy is to be reviewed by: 30/07/2020

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