

Staffing Policy

AIM:

- To ensure all staff working at KAZ Early Learning Centre meet the requirements of the *Education and Care Services, National Regulation* and other relevant legislation.
- To ensure staff are selected and supported in the workplace through a commitment to the principles of equal opportunity, fairness and transparency.
- To ensure staff are given the opportunity to develop their knowledge and professional competence in order to ensure a high quality service provision.
- To ensure consistency of committed staff to maintain quality of service provision.
- To ensure staffing policies and procedures are transparent, fair and accountable.

RATIONALE:

KAZ Early Learning Centre is committed to employing staff that more than satisfy the criteria of fit and proper person, as required by the *Education and Care Services, National Regulation*:

- Staff will have an understanding of and comply with current WH&S and Child Protection requirements which ensure the Service is safe for children, staff and visitors.
- Staff will have a knowledge of development and knowledge of activities and learning experiences appropriate to the ages and stages of development of the children.
- Staff will have at least a basic knowledge of the health, hygiene and nutrition needs of children.
- The Nominated Supervisor will ensure that at least one staff member with a current, approved first aid qualification is on the premises at all times children are present.
- Management is committed to making provision to the training and development of staff.

KAZ Early Learning Centre will ensure all staff, students, volunteers, and visitors to the Service comply with the requirements of the current *NSW Child Protection* legislation.

Staff will be employed under the conditions of the award appropriate to their position.

Staff will be required to comply with all policies and procedures and relevant legislation.

Staff will ensure children learn, through example and modeling, the values that support diversity, equity and respect.

KAZ Early Learning Centre is committed to their duty of care to all employees by ensuring the work environment supports staff's emotional and mental well being.

Staff will be required to attend and participate in staff meetings after hours.

A Nominated Supervisor or responsible person will be on the premises at all times when children are being educated or cared for.

The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to. Educators' rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.

In any situation where adequate supervision of children is threatened, any educators on a meal-break must be prepared to return to duty to supply adequate supervision.

KAZ Early Learning Centre is committed to providing a service which provides more staff, both in qualification and number than is required by the *Education and Care Services, National Regulation*.

PROCEDURE:

Recruitment and Induction

- Staffing vacancies will be advertised online. Advertisements will reflect Diversity and Equity legislation and set realistic time frames between advertising and close of applications.
- Suitable applicants will be encouraged to gain an insight into the service. They will be provided with the services philosophy and job description and will be encouraged to visit the centre.
- Applicants will apply for the position by providing a summary of their work history, academic training and education, courses attended, contact details of two referees and other relevant information. Applications for the position of primary contact staff will also be asked their personal philosophy.
- All applicants will be notified of the receipt of their application. Only suitable applicants will be offered an interview.
- Interviews of suitable applicants will be conducted by 2 or more members of staff and/or management.
- Consideration of applicants will be made against the advertised essential criteria for the position.
- Referee checks will be conducted on successful applicants.
- The successful applicant will be notified of the outcome of the interview. The position will be offered verbally pursuant to the *Work with Children Check* clearance. A formal written offer will then be sent together with contract of employment.
- If requested an unsuccessful applicant will be given constructive feedback by a member of the interview panel.

Eligibility List: An eligibility list will be created for similar positions.

Probation

All employees are subject to a probation period of 3 months upon being offered and accepting a position at KAZ Early Learning Centre.

Within the probation period all employees will be required to complete an induction program. The induction program will include:

- A review of the position description, roles and responsibilities, award conditions and expectations.
- A requirement to read and agree to comply with all policies and procedures.
- Training in emergency evacuation procedures, WH&S and child protection responsibilities.
- Opportunities to engage with families and colleagues.
- Opportunities to share ideas, and build a relationship with the team.

On employment, employees will be provided with a copy of the service philosophy statement, privacy and confidentiality procedures and given access to copies of the *Education and Care Services, National Regulation, NQF and EYLF*.

Performance Review

- Staff will be given ongoing constructive feedback, support and encouragement from fellow staff members including opportunities to demonstrate initiative and take on responsibilities.
- A review of staff performance will be conducted 4 to 6 weeks after commencing employment and again at the conclusion of the probation period at 3 months.
- A professional staff appraisal will be conducted annually with each member of staff to review performance and set professional goals for the coming year.
- Should a staff member's performance be unsatisfactory at any time, management will follow the *Unsatisfactory Performance Procedure*.

Unsatisfactory Performance of Staff

All interviews concerning unsatisfactory performance and disciplinary issues will be conducted in a fair and consistent manner; will be based on objective standards and will be clearly and adequately documented.

Step 1 – Verbal Warning: In the event of unsatisfactory conduct of a staff member a meeting is held with the Approved Provider/Nominated Supervisor and the staff member. During the meeting the Approved Provider/Nominated Supervisor will state specific details of the unacceptable performance and give examples of how their performance needs to improve. The staff member must be given an opportunity to respond.

The Approved Provider/Nominated Supervisor will give a written document of the specific unacceptable behaviour together with minutes of the meeting.

Step 2 - First Written Warning: Following Step 1 and no improvement of the staff member's performance, another meeting is called. The staff member must be advised they can bring a support person to the meeting. During this meeting the staff member will be advised of the specific details of the continued unacceptable performance.

The staff member is then given an opportunity to respond to the allegations of unacceptable behaviour. Should there not be acceptable reasons for the behaviour; the staff member is to

be advised that they are being issued with their first written warning. They will also be given examples of how their performance needs to improve and a follow up date. Possible suggestions for training and/or development needed to be offered to assist the staff member improve their performance.

At the conclusion of the meeting, the staff member will be provided with a copy of the written warning and they will be required to sign the letter acknowledging they understand and agree with the details contained in the letter.

Step 3 - Final Written Warning: Following the completion of Step 1 and 2, and still no improvement of the staff member's performance, another meeting is called. Again, the staff member must be advised they can bring a support person to the meeting. During this meeting the staff member will be advised of the specific details of the continued unacceptable performance.

The staff member is then given an opportunity to respond to the allegations of unacceptable behaviour. Should there not be acceptable reasons for the behaviour; the staff member is to be advised that they are being issued with their final written warning. They must also be advised that should their performance not improve within a reasonable period of time, this may result in further disciplinary action including termination of employment.

They will also be given examples of how their performance needs to improve and a follow up date. Possible suggestions for training and/or development need to be offered to assist the staff member improve their performance.

At the conclusion of the meeting, the staff member will be provided with a copy of the written warning and they will be required to sign the letter acknowledging they understand and agree with the details contained in the letter.

Step 4 – Termination of Employment: Following the completion of step 1, 2 and 3, and still no improvement of the staff member's performance, a final meeting is called. Before the meeting, the staff member must be advised they can bring a support person to the meeting. The Nominated Supervisor and Approved Provider will conduct the meeting. During this meeting the staff member will be advised of the specific details of the continued unacceptable performance. The staff member will be advised that there is no improvement or changes to the unacceptable behaviour and that management have considered the circumstances and any explanation given by the employee. The staff member will then be informed "Consequently, as KAZ Early Learning Centre is still not satisfied with your job performance, in accordance with your contract of employment your employment is to be terminated effective close of business XXXX (insert date)".

The staff member will be provided with a letter stating the specific reason for the termination and all monies owed to the staff member will be paid out on the day of termination. The staff member will also be required to return all property of KAZ Early Learning Centre (keys, name tag, books, etc) before leaving.

Instant Dismissal In the event of serious misconduct (theft, intoxication, and serious neglect of duties, failure to obey a lawful and reasonable command, serious non-compliance with a procedure or policy) only step 4 is required. The Approved Provider will attend this meeting with the Nominated Supervisor.

Training and Professional Development

KAZ Early Learning Centre recognises the value of its employees and is committed to supporting their professional development.

Staff will be encouraged and supported to attend a minimum of 2 relevant professional development training sessions per year as determined as part of their ongoing professional goals.

Casual Relief Staff

To ensure the quality of service provision at KAZ Early Learning Centre a casual relief list will be maintained. The staff on this list will be familiarised with the policy and procedures manual of the service.

Casuals will be employed according to the same procedures as permanent staff including a *Work with Children Check* clearance.

If possible, permanent staff will notify the Nominated Supervisor by 3pm if there is a possibility that they will need to take the following day off, allowing time for relief staff to be organised. Staff requiring an RDO or TIL will need to give sufficient notice to the Nominated Supervisor allowing time to book a familiar relief staff.

Individual awards will be adhered to when employing a relief person at the service e.g. minimum hours of work.

When replacing staff, the Nominated Supervisor will consider ratios, required qualifications, current attendance and the centre budget.

Child Protection

- The service's Nominated Supervisor and Responsible Persons will have successfully completed a course in child protection that is approved by the NSW Regulatory Authority.

First Aid Qualifications

- The approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service:
 - At least one educator who holds a current approved first aid, emergency asthma and anaphylaxis management training.

Educator to Child Ratios

For children aged over 24 months but less than 36 months	1:5
For children aged over 36 months and less than 6 years	1:10

Early Childhood Teacher Ratios

1 Early Childhood Teacher in attendance	30-39 Children
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Sources

Office of the Children's Guardian: *Working With Children Check* <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Charisse, G. (September 2008) *How to Strategically Recruit Staff* accessed 12 August 2010 from www.dynamicbusiness.com.au

Early Childhood Australia (ECA) .(2005): *The Code of Ethics* www.earlychildhoodaustralia.org.au

Relevant Legislation

Australian Children's Education and Care Quality Authority (ACECQA) <http://www.acecqa.gov.au/>

Department of Education - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF) - http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf **Education and Care Services**

National Regulations

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

United Nations Convention on the rights of the child - <https://www.unicef.org.au/>

Fair Work Act 2009

Privacy Act 1988

REVIEW

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Amendment

Web links updated, formatting

Date Issued:

October 2019

Review Date:

October 2020

Family, Educator and Staff Comments: