**STAFFING POLICY**

**Kindoo!/ Our ARK Pty Ltd**

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| **PURPOSE** | This policy outlines the Kindoo! procedures to ensure that the service is at all times compliant in relation to general staffing issues and more specifically to educator/child ratios and qualified educators. |
| **REQUIREMENT** | Mandatory – Quality Area 7 |
| **REVIEW DATE** | This policy shall be reviewed in **March 2019**. |

# POLICY STATEMENT

## 1. VALUES

Kindoo! is committed to ensuring that staff are of the highest calibre and are passionate about the aims and objectives of the service. In return for providing excellent educational service to the children, Kindoo! will ensure its commitment to high educational standards continues through its investment in the education, training and knowledge base of its staff.

## 2. SCOPE

This policy applies to the Approved Provider, the Nominated Supervisor, Person in Day to Day Charge (PIDTDC) and all other educational staff of Kindoo!**.**

## 3. BACKGROUND AND LEGISLATION

### Background

Research has demonstrated that the employment of appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children. “Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children” (*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*). The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services.

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.

It is essential that all educators and other adults engaged to work directly with children are provided with opportunities to learn and develop new skills in relation to supporting the learning and development of young children. Such opportunities can arise when more qualified and experienced educators offer guidance and feedback to other educators. Opportunities for professional development are also crucial for all educators to ensure that their work practice remains current and relevant to the practices and principles of the national Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF)

Staff are required to actively supervise children at all times when children are in attendance at the service. To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, and these ratios are based on the ages and number of children at the service. Only those educators working directly with children can be counted in the ratio.

To ensure that children are protected from harm while participating in service programs, all educators and staff are required by law to have and maintain a Working with Children (WWC).  This also applies to volunteers and students unless they are working under the direct supervision of an educator who is over 18 years of age and holds, or is actively working towards, an approved diploma-level education and care qualification (Regulation 358).

Parents/ guardians and other family members closely related to children attending the service are exempt from holding a WWC check.

### Legislation and standards

National Quality Standard

*Quality Area 4.1 Staffing arrangements* Staffing arrangements enhance children's learning and development.

*Element 4.1.1 Organisation of educators* The organisation of educators across the service supports children's learning and development.

*Element 4.1.2 Continuity of staff* Every effort is made for children to experience continuity of educators at the service.

*Quality Area 7.1 Governance* Governance supports the operation of a quality service.

*Element 7.1.1 Service philosophy and purpose* A statement of philosophy guides all aspects of the service’s operations.

*Element 7.1.2 Management systems* Systems are in place to manage risk and enable the effective management and operation of a quality service.

*Element 7.1.3 Roles and responsibilities* Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

National Regulations

*118 Educational Leader must be appointed*

*120 Educators under 18 years of age to be supervised*

*122 Educators must be working directly with children to be included in ratios*

*123 Educator to child ratios—centre-based services*

*126 Centre-based services—general educator qualifications*

*132 Requirement for early childhood teacher— centre-based services—25 to 59 children*

*135 Early childhood teacher illness or absence*

*136 First aid qualifications*

*137-143 Approval and determination of Qualifications*

*145-152 Staff and Educator records*

*173(2)(c) Offence not to clearly display name of responsible person in the main entrance*

*241-244 Staffing Arrangements*

*264   General qualifications for educators—centre-based services*

*Part 7.8 Victoria- Specific Provisions*

*358 Working with children check to be read*

*359   Criminal history record check to be read and considered*

## SOURCES AND RELATED POLICIES

### Sources

*Corporations Act 2001*,

*Education and Care Services National Law Act 2010*

*Education and Care Services National Regulations 2011*: Regulation 168(2)(l)

*National Quality Standard*, Quality Area 7: Leadership and Service Management

Standard 7.3: Administrative systems enable the effective management of a quality service

### Service policies

* *Code of Conduct Policy*
* *Complaints and Grievances Policy*
* *Privacy and Confidentiality Policy*
* *Determination of Responsible Person Policy*

# PROCEDURES

**The Approved Provider is responsible for:**

Our service will establish and maintain compliance with the following:

* Sourcing and appointing all staff including the Nominated Supervisor, PIDTDC, Educational Leader and other educational and teaching staff.
* Ensuring that each staff member appointed has all mandated and appropriate qualifications and that these are entered onto their Personnel File
* Ensuring that only educators who are working directly with children are included in the staff to child ratio

**The Nominated Supervisor is responsible for:**

* Ensuring rostering and routines will at all times ensure high quality educators are available for the adequate supervision of children and in compliance with the National Law and Regulations.
* Ensuring supervising educators give their attention to the children and not to any other

duties

* Require that at no time will students or volunteers be included in the ratio of adults supervising children.
* Ensuring that students and volunteers will never be left alone with a child or a group of

children.

* Ensuring that at least one educator holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training and will be in attendance and immediately available at all times that children are being educated and cared for by the service.
* Ensuring that these qualifications are updated as required, and details of qualifications must be kept on an individual’s staff record (See Attachment One- Staff Record). As a demonstration of duty of care and best practice, Kindoo! recommends all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

**Responsible Person**

* Ensuring that either one or more Approved Provider, Nominated Supervisor or PIDTDC will be on the premises at all times when children are being educated or cared for.
* Ensuring that the name of the Responsible Person is clearly displayed in the main entrance to the service
* Ensuring that there will always be more than one educator present when children are in attendance and that no child will at any time be in the care of a sole educator.
* Ensuring that if the Responsible Person needs to change (for example, the current responsible Person needs to leave the Service), he or she will “hand over” responsibility for the role to another eligible person at the Service. Both the old and new responsible person will communicate directly and ensure the name of the responsible person displayed at the

Service correctly reflects who currently holds the position.

* Enforcing the requirement that should the adequate supervision of children be threatened, any educators on a meal-break must be prepared to return to duty to supply adequate

supervision.

* Ensuring that regulations and Kindoo’s policies and procedures in relation to the supervision of children are adhered to.

**Staff to Child Ratios**

* Ensuring that staff to child ratios always meet the minimum requirements as mandated in the Regulations. For children aged over 36 months and less than 6 years the staff to child

ratio will be 1 staff member to 11 children.

* + Note; the numbers of children referred to in this section does not include children being cared for in an emergency for no more than two consecutive days the service operates.
* Ensuring that any Early Childhood Teachers in attendance are counted as an educator for the purposes of the Regulations.
* Ensuring under the rostering system that at least 50% of educators who work directly with children and are included in Kindoo’s staff to child ratios have or are actively working towards an approved Diploma level education and care qualification.
* Ensuring that all other educators who work directly with children and are included in the staff to child ratios have or are actively working towards an approved Certificate III level education and care qualification.
* Ensuring that staff members assisting with the transportation of children comply with the staff to child ratios at all times
* All Early Childhood Teachers (ETC’s) required to be in attendance at the service, (including an ECT covering the position of illness or leave) are counted as meeting the Diploma qualification.
  + (See <http://www.acequa.gov.au> for details on what is an approved Early Childhood Teacher, Diploma or Certificate III level of education
* An educator who has completed at least 50% of a relevant tertiary education would enable them to be qualified as an ECT. They must be actively working towards the completion of the qualification and hold an approved diploma level education and care qualification can be counted as an ECT
* In the event of an ECT being sick or absent the service will meet the following requirements if the ECT is absent for periods under twelve weeks:
  + A person with an approved Diploma level education and care service qualification

may be taken as an ECT.

* A person who holds a qualification in primary teaching may be considered an

ECT.

* If the period is over 12 weeks, the service will engage another ECT.

# EVALUATION

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

* 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.

# ATTACHMENTS

**Attachment One- Staff Record**