

GUIDING PRINCIPAL STAFFING STANDARDS

QUALITY AREA 4: STAFFING ARRANGEMENTS
QUALITY AREA 7: LEADERSHIP AND LEADERSHIP

Introduction:

- Empower our most valuable asset, our staff to deliver high quality and safe services
- To promote a flexible, harmonious and positive environment
- Promote a healthy culture within PCYC
- Ensure a quick and fair grievance process
- Code of Conduct

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

Definition:

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services

Policy

Staffing:

- All educators need to ensure they hold current, updated and appropriate qualifications
- All educators are aware of the Nominated Supervisors of each service
- All educators will ensure they are passing information onto key stakeholders in a fair and appropriate manner.
- All educators will ensure they work to build trusted, respectful and honest relationships with all key stakeholders
- All educators must ensure they maintain confidentiality at all times
- All educators ensure they are keeping abreast of changes within the Children Services industries
- All educators must ensure they read, understand and feedback on all policies

- All staff must ensure they continue to promote an environment free from tobacco, drugs and alcohol
- All staff need to ensure they are upholding PCYC vision and mission
- All staff need to ensure they are follow PCYC’s Code of Conduct

Date Approved: March 2018

Review Date: March 2020

Documents Considered:

Code of Conduct

Grievance Process

PCYC Drug and Alcohol Policies

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r100, 101, 102, 168)

National Quality Standard (2.3)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies

Acknowledgement:

Staff Name: _____

Staff Signature: _____

Date: _____