

GUIDING PRINCIPAL STAFFING

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

QUALITY AREA 4: STAFFING ARRANGEMENTS

QUALITY AREA 5: RELATIONSHIP WITH CHILDREN

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITIES

QUALITY AREA 7: LEADERSHIP AND LEADERSHIP

Introduction:

- Our Service believes that educators are the most valuable asset to the quality of care provided and that employing and keeping high quality educators is imperative.
- We aim to employ the best possible educators and ensure they are fit and proper for employment in children's services.
- A flexible, harmonious working environment is maintained, which ensures the rights of employees are met at all times with educators employed under the PCYC Enterprise Agreement.
- An orientation process is conducted for all employees to ensure they are aware of the values and practices of the service.
- Educators receive clear guidelines regarding the expectations for their conduct and are encouraged and supported to further their skills via professional development opportunities.
- Grievances are addressed quickly and effectively with the highest standards of confidentiality practiced at all times.
- All educators, volunteers, students and visitors will be informed of their expectations and requirements related to safety and the proper care of children.
- All practices will be in accordance with the OSHC Code of Professional Standards.
- We will encourage positive and open communication between all parties involved. (National Quality Standards 4.2, 7.1. 7.2 &7.3)

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

Staff Selection

QUALIFICATIONS:

Coordinator

- Minimum Certificate 3 in Children Services
- Desirable Diploma of Children Services or OOSH
- Desirable, minimum 3 years experience in a relevant field and demonstrated ability to work with children and staff.
- Holds a current First Aid qualification(004)
- Holds current Asthma and Anaphylaxis qualifications
- Holds ID and Respond to Children and Young People at Risk of Harm
- Hold a current police check
- Holds a cleared WWCC check
- Take on the Responsible Person duties
- Demonstrates a good character, who can be entrusted with providing high quality care for the welfare of the children.
- Demonstrates a high quality understanding of child protection responsibilities.
- Has an interest and desire to work with children.
- Engages in all key stakeholders adults, schools, children and management.
- Demonstrates the ability to supervise and support educators.
- Has a high level of understanding of all aspects of the National Quality Framework
- Trains and mentors staff
- Has a high level of knowledge of Hubworks
- Different types of document children's development
- Follows all PCYC- Out of School Hours Policies and Procedures
- The Coordinator will be a minimum of 21 years of age.

Assistant Coordinator

- Minimum Certificate 3 in Children Services
- Desirable Diploma of Children Services or OOSH
- Desirable, minimum 3 years experience in a relevant field and demonstrated ability to work with children and staff.
- Holds a current First Aid qualification(004)
- Holds current Asthma and Anaphylaxis qualifications
- Holds ID and Respond to Children and Young People at Risk of Harm
- Hold a current police check
- Holds a cleared WWCC check
- Take on the Responsible Person duties
- Demonstrates a good character, who can be entrusted with providing high quality care for the welfare of the children.
- Demonstrates a high quality understanding of child protection responsibilities.
- Has an interest and desire to work with children.
- Engages in all key stakeholders adults, schools, children and management.
- Demonstrates the ability to supervise and support educators.
- Has an appropriate of understanding of all aspects of the National Quality Framework
- Trains and mentors staff
- Has a knowledge of Hubworks
- Follows all PCYC- Out of School Hours Policies and Procedures
- The Assistant Coordinator will be a minimum of 18 years of age.

Educators (Casuals and Part Time)

- Minimum Certificate 3 in Children Services or working towards
- Desirable Diploma of Children Services or OOSH
- Holds a current First Aid qualification(004)
- Holds current Asthma and Anaphylaxis qualifications
- Holds ID and Respond to Children and Young People at Risk of Harm
- Hold a current police check
- Holds a cleared WWCC check
- Take on the Responsible Person duties as needed

- Demonstrates a good character, who can be entrusted with providing high quality care for the welfare of the children.
- Demonstrates understanding of child protection responsibilities.
- Has an interest and desire to work with children.
- Engages in all key stakeholders adults, schools, children and management.
- Demonstrates the ability to supervise and support educators.
- Has an appropriate of understanding of all aspects of the National Quality Framework
- Has a knowledge of Hubworks
- Understanding of different types of documentation formats
- Follows all PCYC- Out of School Hours Policies and Procedures
- The will be a minimum of 18 years of age

Recruitment: EQUAL EMPLOYMENT OPPORTUNITIES

- All educator positions will be advertised according to Equal Opportunity Legislation.
- No one will be discriminated against on the basis of their cultural background, religion, sex, disability, marital status or income.
- All applicants and referees will be asked the same questions.
- All applicants will be selected according to equal opportunity guidelines.
- Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel.
- The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, and demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

Staff Orientation:

- A member of management and the Coordinator will conduct the orientation process as soon as possible after the applicant has accepted the position.
- The orientation process will include:
 1. Introductions to existing educators and management
 2. Guided tour of the service
 3. Being shown where all relevant records are kept
 4. Discussion about working arrangements and expectations, including professional code of conduct and duty of care

5. Information about the review and appraisal system
 6. Opportunity to ask any questions regarding the service or expectations.
 7. The new educator will be provided with the following information:
 8. Service operation and hours.
 9. The service philosophy and policies.
 10. Parent information book.
 11. Service's code of conduct.
 12. Job description.
 13. Emergency procedure duties.
 14. List of current educators, management and their positions.
 15. Terms and conditions of employment.
 16. Union membership information.
 17. Superannuation information and forms.
 18. Taxation forms.
 19. Probation period and review and appraisal procedure.
 20. Appropriate lines of communication with educators and management.
- After the period of one week, management will sit down with the new employee to address any further issues they may have once they have been in the service.
 - All staff will be informed of their responsibilities as a Mandatory Reporter as part of their orientation and induction process. This will involve discussion regarding their current understanding, use of this policy and resources and access to Child Protection training. Information related to sexual grooming will also be provided upon orientation to ensure that staff are fully aware of the signs and limits related to appropriately interacting with children.

EDUCATORS/CHILDREN

- Educators and children are to treat each other with respect, courtesy and understanding.
- Educators will respect children's opinions and encourage their participation in the planning of the program and in establishing a code of behaviour for the service.
- Appropriate language is to be maintained at all times.
- Educators will use appropriate voice tone and level when talking to children. Shouting will be avoided.
- Educators will be supportive and encouraging and communicate to children in a friendly positive and courteous manner.
- Educators will greet and farewell children each session.
- Educators will initiate conversations with all children, and develop an understanding of the child and their interests.

- Educators will give praise and positive feedback to the children as often as possible.
- Educators will form friendly and warm relationships with the children in their care.
- When communicating with children, educators will ensure that they are understood and to communicate at the child's level.
- Children will never be singled out or made to feel inadequate at any time.
- Educators will not threaten or verbally abuse the children in any way.

EDUCATOR/EDUCATOR:

- Educators are to treat each other with respect, courtesy and empathy.
- Appropriate language is to be used between educators at all times.
- Educators are expected to work together as a team and be supportive of each other in the workplace.
- Staff meetings are appropriate times to raise matters of interest or concern to other educators. The Coordinator will arrange for educators contributions to be placed on the meeting Agenda.
- Educators are expected to read minutes of meetings and to take notice of changes to service policy and procedures.
- Educators are to read the daily communication book prior to the commencement of each roster.
- Educators will familiarise themselves with the content of all notices displayed around the service.
- An educator with concerns about the work practices or standards of another educator will firstly approach that person to discuss the matter. If the matter remains unresolved, then the grievance procedures will be followed.
- Educators should not unnecessarily involve families or other educators in their matters of grievance or complaint

Date Approved: March 2018

Review Date: March 2020

Documents Considered:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update

(r46,r54,r82,r82r84,r118,r136,r146,r147,r148,r149,r150,r151,r168,r170,r173,r176,r181)

National Quality Standard (Standard 2.3, 3.1 QA4 QA4 Standard 6.1 QA7)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies