

Bendigo Regional YMCA Children's Services – Staffing Policy and Procedure

Mandatory – Quality Area 4

Policy Number	CS 4.1	Version	1
Drafted by	CSM	Approved by CEO on	04.04.2018
Responsible Person	CSM	Scheduled Review date	04.04.2019

1. OBJECTIVE

This policy outlines how Bendigo Regional YMCA will employ, engage with and support our Children's Services Staff.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, bus drivers, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

3. POLICY

BRYMCA is committed to:

- ensuring that the health, safety and wellbeing of children attending our services is protected at all times while also promoting their learning and development
- fulfilling a duty of care to all children attending the service
- 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 policy and funding requirements
- complying with relevant industrial agreements and current legislation in relation to the employment of staff
- continuity of educators at the service
- the further development of staff

4. PROCEDURES

BRYMCA is responsible for:

- Ensuring the YMCA *Code of Conduct is in place* at all times
- complying with the YMCA Safeguarding of Children and Young People Policy at all times
- complying with the YMCA *Determining Responsible Person Policy* at all times
- ensuring that all staff comply with the YMCA *Code of Conduct* at all times
- ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service
- complying with the legislated educator-to-child ratios and minimum approved qualifications required at all times

- complying with relevant industrial agreement and current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009*, *Occupational Health and Safety Act 2004* and the *Working with Children Act 2005*
- following the guidelines for the recruitment and selection of staff as outlined in the *YMCA Recruitment and Selection Policy*
- employing additional staff, as required, to assist in the provision of a quality early childhood education and care program
- ensuring an early childhood teacher is working with the service for the required period of time specified in the National Regulations, and that, where required, a record is kept of this work
- appointing an appropriately-qualified and experienced educator to be the Educational Leader, and ensuring this is documented on the staff record
- maintaining a staff record in accordance with Regulation 145, including information about the Responsible Person, Nominated Supervisor, the Educational Leader, other staff members. Details that must be recorded include qualifications, training, Working with Children Check (Regulations 146–148). A sample staff record is available on the ACECQA website: www.acecqa.gov.au
- complying with the *BRYMCA Working With Children's Check and National Criminal History Records Check procedure* at all times.
- developing and implementing an appropriate induction program for all staff appointed to the service
- developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected
- ensuring that all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training at all times. Details of qualifications and training must be kept on the staff record
- developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly
- ensuring that annual performance reviews are completed for all staff
- ensuring that all educators and staff have opportunities to undertake professional development relevant to their role
- ensuring that all staff are advised and aware of current child protection laws and any obligations that they may have under these laws
- developing and maintaining a list of casual and relief staff to ensure consistency of service provision

The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors is responsible for:

- ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
- complying with the *YMCA Code of Conduct Policy* and *Safeguarding Children and Young People Policy* at all times
- ensuring adequate supervision of children at all times
- ensuring the educator-to-child ratios are maintained at all times, that each educator at the service meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record

- developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- ensuring that educators and other staff undertake appropriate induction following their appointment to the service
- ensuring that all educators and staff have opportunities to undertake professional development relevant to their role
- participating in an annual performance review
- ensuring that less experienced educators and others engaged to be working with children are adequately supervised
- providing details of their current WWC Check or VIT registration for the staff record
- ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children
- ensuring that they are aware of current child protection laws and any obligations that they may have under these laws
- informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.

All Educators are responsible for:

- complying with the YMCA *Code of Conduct and Safeguarding Children and Young People Policy* at all times
- providing details of their current WWC Check or VIT registration and where relevant Criminal Records Check for the staff record
- undertaking the required induction program following appointment to the service
- advising the Working With Children Check Unit at the Department of Justice and Regulation of any relevant change in circumstances, including change of name, address, contact details and change of employer organisation, including changes to the organisation's contact details
- where the role involves working with children, providing adequate supervision at all times
- maintaining educator-to-child ratios at all times
- maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training
- participating in an annual performance review
- undertaking professional development relevant to their role to keep their knowledge and expertise current
- ensuring that they are aware of current child protection laws and any obligations that they may have under these laws

5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- *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)
- *Equal Opportunity Act 2010* (Vic)

- *Fair Work Act 2009*
- *National Quality Standard, Quality Area 4: Staffing Arrangements*
- *Privacy Act 1988 (Cth)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Working with Children Act 2005 (Vic)*
- *Working with Children Regulations 2006 (Vic)*

6. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Staff Record	A record which the YMCA must keep containing information about all personnel working in our children’s services
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7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Bus Drivers, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"> • Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy • All Educators and Bus Drivers are responsible for the daily implementation of the policy
Community Services Manager	<ul style="list-style-type: none"> • Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. • Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none"> • Policy Approval

8. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.