

## Staffing Policy

<b>Published</b>	<b>February 2021</b>
<b>Review Date</b>	<b>August 2022</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2020</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Belonging, Being &amp; Becoming: The Early Years Learning Framework for Australia</p> <p>My Time Our Place: Framework for School Age Care in Australia</p> <p>Children’s Services Award 2010</p> <p>OSHC Code of Professional Standards</p>

### **Aim:**

To ensure that our service follows the recommended guidelines and procedures when employing staff, to make sure that are fit and proper to work in Children’s Services.

### **Explanation:**

Country Kids Club will use a fair, transparent and thorough process to recruit and induct staff. Having an effective, transparent and equitable recruitment process attracts and retains staff who can best meet the needs of the children and their families.

Thorough induction processes will ensure that the service trains new staff in order to assist them with complying with the Education and Care Services National Law, Education and Care Services National Regulations and National Quality Standards.

To ensure that the service is recruiting staff who can best meet the needs of the children and their families a comprehensive Interview and employment process will be completed prior to each staff member’s commencement.

Completion of Working with Children Checks, Police Checks and Referee Checks will be finalised prior to the staff member being offered a position with our service.

Our Service believes that staff are the most valuable asset to the quality of care provided. A flexible, harmonious working environment will be maintained, which ensures the rights of employees are met at all times. All practices will be in accordance with the OSHC Code of Professional Standards.

### **Responsibilities:**

#### **In relation to the Approved Provider & Coordination Unit Staff:**

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services Regulations and the National Quality Standard in relation to Staffing
- Service Management (including Coordinators and Nominated Supervisors) are responsible for recruiting new staff to the service
- Ensure the employment process is fair and transparent through:
  - Advertising vacant positions through a variety of means such as Facebook, Local

- Papers, Seek
- Inviting potential staff members to complete an application form and attend an interview
  - Performing reference checks after an interview has been conducted
  - Ensure a suitably qualified and experienced staff member is designated as the Educational Leader at the service to lead the development and implementation of the educational programs in the service
  - Provide Job Descriptions for all staff employed by the service
  - Ensure that any staff member employed at the service who is under 18 years of age will not work alone, and will always be adequately supervised by a staff member who is over 18 years of age
  - Ensure that the minimum number of staff are employed, and rostered on at the service to meet the required ratios
  - All staff employed by CKC will have the appropriate qualifications to ensure that the relevant qualification requirements are being met
  - Upon being offered a position with CKC all employees will be provided with a contract which outlines their conditions of employment
  - CKC will ensure that they keep a staff record for all staff members which includes:
    - Full Name
    - Address
    - Date of Birth
    - Evidence of any qualifications they hold
    - Evidence of approved training completed, including first aid
    - Working with Children Check
    - Police Check
    - Statement of Compliance History
    - Driver History Record (where applicable)
    - References
  - The Service Coordinator or Nominated Supervisor will complete the induction process with new staff member's prior to them starting work
  - Staff Probation Reports will be completed within the first 3 months of an employee commencing with the service
  - Staff Performance appraisals will be completed annually

**In relation to Police Checks:**

- If a Police Check for a potential staff member is returned with disclosures, the potential staff member will be asked to provide further information to Country Kids Club. This further information might include
  - Community Service Undertaken
  - Attendance at an Anger Management Course
  - Alcohol or Drug Rehabilitation
- If a Police Check is returned with a disclosure Country Kids Club may ask for additional reference checks to be completed
- If Country Kids Club Personnel are not satisfied with the additional information provided for the potential staff member's employment will not go ahead
- If a Police Check is returned with a disclosure that shows the person has caused harm or risk to a child employment will not proceed

**In relation to Referee Checks:**

- If a referee raises any concerns about a potential staff member additional referees will be requested
- If Country Kids Club Personnel do not deem a potential staff member to be a fit and proper person employment will not proceed will not continue

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

**Policy Review**

Date Revised	Comments
August 2019	Scheduled Policy Review – Minor changes made – added further information about recruitment process
February 2021	Scheduled Policy Review – Updated educators to staff/staff member