

## Policy Statement

This policy acts to ensure that:

- We are committed to meeting our regulatory requirements in relation to staffing, including:
  - That professional standards guide our practices
  - Our Nominated Supervisors ensure that each service is effectively supervised and managed
  - In the absence of the Nominated Supervisor, the nominated Responsible Person ensures that the service is effectively supervised and managed
  - Educators, volunteers and students are provided with the necessary training and support

## Explanation

- Country Children's Early Learning 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 and Educators who can best meet the needs of the children and their families
- Comprehensive induction processes will ensure that the service trains new staff and Educators in order to assist them in 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 and Educators who can best meet the needs of the children and their families a comprehensive Interview and employment process will be completed prior to each person's commencement
- Completion of Working with Children Checks, Police Checks and Referee Checks will be finalised prior to any staff member being offered a position with our service
- Our Service believes that staff and Educators 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 Service Policies, including Staff Code of Conduct, ECA Code of Ethics, United Nations Conventions on the Rights of the Child and OSHC Code of Professional Standards

**Policy Created**  
February 2016

**Policy Last Updated**  
July 2023

**Policy Review Date**  
July 2025

## Roles and Responsibilities

### Approved Provider & Service Coordinators

- Service Management, including Coordinators and Nominated Supervisors are responsible for recruiting new staff and Educators 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
- Ensure suitably qualified and experienced staff members are employed in the roles of:
  - Service Coordinator
  - Nominated Supervisor
  - Responsible Person
- 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 regulatory ratios
- All staff and Educators employed by CCEL will have the appropriate qualifications to ensure that the relevant qualification requirements are being met
- Upon being offered a position with CCEL all employees or Family Day Care Educators will be provided with a contract which outlines their conditions of employment
- CCEL will ensure that they keep a staff record for all staff members, Educators, volunteers and students which includes:
  - Full Name
  - Address
  - Date of Birth
  - Evidence of any qualifications they hold
  - Evidence of approved training completed, including First Aid and Child Protection
  - 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 members and Educators 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

### Referee Checks

- If a referee raises any concerns about a potential staff member or Educator additional referees will be requested
- If Country Children’s Early Learning personnel do not deem a potential staff member or Educator to be a fit and proper person employment will not proceed will not continue

### Police Checks and Working with Children Checks

- If a Police Check for a potential staff member or Educator is returned with disclosures, the potential staff member or Educator will be asked to provide further information to Country Children’s Early Learning. 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 Children’s Early Learning may ask for additional reference checks to be completed
- If Country Children’s Early Learning are not satisfied with the additional information provided for the potential staff members or Educator’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
- If a Working with Children Check is returned with a disclosure that shows the person has caused harm or risk to a child employment will not proceed

#### LINKS TO:

- **Education & Care Services National Law**  
Section 56, 161, 162, 165, 166, 167, 168, 169, 170, 172, 173, 175
- **Education & Care Services National Regulations**  
35, 77, 78, 79, 80, 81, 82, 83, 84, 85, 90, 93, 94, 95, 96, 99, 100, 101, 102, 117, 119, 123, 124, 125, 126, 127, 128, 136, 143, 145, 146, 147, 148, 149, 150, 155, 156, 168, 169, 170, 171, 172, 173, 174
- **National Quality Standards/Elements:**  
4.1, 4.2, 7.1, 7.2
- **Child Safe Standards**  
1, 4, 5, 6, 7, 9, 10

## Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

## SOURCES

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child

## LINKS TO OTHER POLICIES:

- CKC Philosophy
- FDC Philosophy
- Governance & Management
- Privacy & Confidentiality
- Registration & Assessment of Educators & Assistant Educators
- Responsible Person Present
- Sole Educator
- Staff Code of Conduct
- Students & Volunteers
- Training & Professional Development