

POLICY NO. 12 EMPLOYMENT OF CHILD CARE PROFESSIONALS POLICY	
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Source Material.

Education and Care Services National Act 2010

Education and Care Services National Regulations 2011 Reg.168 (2) (i)

National Quality Standard 4.2

Policy statement

The purpose of the Employment of Child Care Professionals Policy is to:

- reflect an ethical and legal responsibility towards the recruitment and selection of child care professionals by Kekeco Childcare Pty. Ltd. and to;
- obligate equal employment opportunities legislation;
- effectively communicate information to the service's stakeholders about changes to Educators;
- ensure the continuity of Educators to maintain the quality of care for children and families;
- commit to the induction process of child care professionals;
- strengthen and maintain the team morale during times of change;
- develop opportunities for professional development and training; and
- ensure that management policies and procedures are transparent and clearly accountable.

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service's Employment of Child Care Professionals Policy, procedures and practices.

The Occupational Health and Safety Act states that employers have a duty of care to their employees to ensure that the working environment supports emotional and mental wellbeing.

It is important for services to recognise their duty of care and how the recruitment and selection of child care professionals affects the health and wellbeing of children, families and peers. The service can question how the employment of a person with prejudicial and bullying behaviour affects the psychological health of others.

Rationale.

Kekeco Childcare Pty. Ltd. has a high priority on the training of Educators. Educators are encouraged to undertake further study - be it Certificate III, Diploma or a Degree in Early Childhood.

Kekeco Childcare Pty. Ltd. complies with the Education and Care Services National Regulations 2011 and Australian Children's Education and Care Quality Authority (A.C.E.C.Q.A.) which outlines the training and behaviour requirements that need to be met for licensing when employing Educators in a child care environment.

Strategies and practices- Recruitment.

From time to time it is necessary to recruit new or additional Educators, this maybe for a number of reasons including:

- resignation or departure of a child care professional;
- State or territory licensing requirements such as changes to adult/child ratios;
- need for specialised skills or knowledge such as Pedagogical Leader, managers, cooks, end of day cleaners or office assistants;
- quality of care provided.
- Employing additional Educators such as 'floaters' over the licensed adult/child ratios during busy periods of the day;
- development of a list of reliable relief Educators that may be required when permanent Educators are unable to work; or
- result of change management. For example, a long day care service applies for outside school hours licensing and needs to employ additional Educators.

Educator Selection Procedure.

The Director and Approved Providers will determine the staffing needs of the Service in consultation with the staff and families. Recruitment may be from records of previous applications already held at the Service or from the response to advertisements in various media at the time of need.

All replies will be reviewed against the Position Description and a list of possible interviewees will be completed. There will be a set interview format conducted by the Director and one of the Approved Providers. After interviews have been completed- all references will be verbally checked with the person who has provided the written reference for the candidates. The successful applicant will be advised by phone and also in writing. All unsuccessful candidates will receive written notification of who the successful applicant has been. All new employees are expected to spend at least one week orientation in the Service before commencing in their role.

Educator Appointment.

Educator appointments are made in writing, advising of the relative Award and National Employment Standard conditions relating to the position.

Unsuccessful applicants are advised in writing, either via their email address or by mail if this has not been provided. A Staff Handbook is also provided, which outlines operational issues, Policies and Procedures and Food Safety Programs.

Probation Period.

All permanent part time positions are initially offered on a 3 month probation basis. If at the end of this term either party indicates that a further probationary period is necessary, then the probation period may be extended for a further 3 months term.

At the end of this probation period - the position will be reviewed and permanency may be offered. Probationary periods cannot be extended beyond 6months.

Educators at Sutherland Street Childcare and Kindergarten are employed under the terms of the Children's Services Award 2010, and the National Employment Standard. All staff members must have a current valid Working with Children Check. Employment Contracts are issued by Australian Childcare Alliance- Victoria.

Licensing requirements and obligations.

Under the Education and Care Services National Regulations 2011, Educators are "*required to attain a minimum of Certificate III or be training for a Certificate III*" however, our Educators are encouraged to undertake further studies whilst working for Kekeco Childcare Pty. Ltd.

Educator Classifications

Educators are paid at different levels dependent upon their level of training, skill and years of service within the industry, outlined below are some of the areas covered in each Level.

Performance Appraisals.

All Educators and other staff undergo a formal appraisal of their performance after three months probation and again at the end of twelve months at the Service. The appraisals will address the criteria in the position descriptions as well as accreditation principles. The appraisal will be self-assessment followed by an evaluation and discussions with the Director.

Annual Performance appraisals are also undertaken with all Educators being asked to review the performance of all other Educators in the service, as well as their own performance.

Harassment and Discrimination.

The workplace will be free from verbal, physical, sexual or emotional harassment of any nature.

Equal Opportunity.

The Service offers equality of employment and opportunity for advancement to all employees.

Professional Development.

All Educators have access to further training and development. However, there are budgetary constraints which make it difficult at times to provide funding. The Director and Pedagogical Leader will seek Educator suggestions in identifying training needs and opportunities for identified courses to be either at the Service or off site.

Educators are required to undertake First Aid, C.P.R, Asthma and Anaphylaxis training as outlined in the Education and Care Services National Regulations 2011. Additional training maybe identified by the Pedagogical Leader, from time to time as being beneficial for the business and in these cases the Approved Providers may choose to fund all or part of the cost of training for these courses.

Educators are responsible for their own personal and professional development.

Staff are required to complete monthly Training Plans in line with identified educational outcomes set by the Educational Leader.

Occupational Health and Safety.

There is a strong focus on maintaining a safe workplace Kekeco Childcare Policies, infection control procedures and Occupational Health and Safety Manuals and our Emergency Management Plan 2015 as well as the Emergency Evacuation Procedures are valuable documents and are to be read in conjunction with all Policies. Signs around the Service are to be read in conjunction with and form part of the overall Policy structure. Please ensure that you fully understand the EVACUATION PROCEDURES for EACH SERVICE BEFORE THEY START WORK IN THAT SERVICE .

Backs

Educators should take particular care with their backs, please read carefully the Worksafe information in the Staff Kitchen about the correct way to lift and carry children.

Emergency Procedures.

Call 000 for all emergencies. Refer to the Emergency Management Plan and the Evacuation Procedures posted around the Service and in each room. Educators should have Fire Drills and Electrical safety training.

The employment of casuals.

We endeavour to operate with permanent part time staff at all times, as this provides a stable and understanding environment for the children and families who use our services. However, due to the levels of sick leave, annual leave and carers leave that permanent part time Educators utilise, the employment of casuals is a part of the business. This is not the preferred option, however levels of absenteeism make it impossible to operate without some casual Educators.

Each service has a core of regular casual relieving Educators that are called upon usually at short notice, to fill places to ensure that we are not in breach of the ratios.

Relief staff, students and volunteers.

A short induction process for relief Educators, students on placement and volunteers is arranged. Experienced Educators support and supervise relief Educators, students and volunteers to ensure the standards of practice and the continuity of care for children and families are maintained.

Management, in consultation with Educators, is responsible for reviewing and updating the service's induction process. This ensures that relief Educators, students and volunteers are consistently and accurately informed of the service's practices.

The service provides a "student information pack" and, which contains shortened versions of relevant Policies and Procedures. Placement students are provided with distinctive lemon shirts for ease of identification whilst

in the rooms but not in the ratios Kekeco Childcare Pty. Ltd. does not employ agency Educators, due to the lack of continuity of care for the children and their families.

Induction- Staff and Educators.

A staff induction process is in place, all new staff who attend the Service are provided with a formal documented induction program. Refer to Index at the back of this document for location of this Form.

Educators that are new are provided with a week's induction and they are "buddied" up with a qualified Educator member to mentor them for the first three months of their employment.

Educators require comprehensive inductions to ensure the continuity of care for children and families and the consistency of practices.

While induction processes may occur over several weeks or months, Educators should first complete the service's induction procedure before caring for children.

There are several documents that Educators receive when being inducted into a service:

These include but are not limited to the Staff Handbook, Service Policies and Food Safety Manual. Contained in these documents are various items of information such as:

- the position description and conditions of employment;
- relevant information about state or territory licensing regulations or national standards;
- a copy of the service's Philosophy statement, Policies and Procedures;
- information about the service's commitment to child protection;
- the Educational occupational health and safety obligations;
- information about the service's commitment to Australian Children's Education and Care Quality Authority. (ACECQA);
- meet other Educators to share ideas about the children in care;
- work or 'shadow' with an experienced colleague;
- meet regularly with relevant Educators in the early days and weeks to clarify roles, responsibilities, practices and provide feedback; and attend an appraisal meeting with management after a probationary period to identify new Educators strengths and to plan for professional development opportunities.

Protective behaviours and practices.

Educators, students and volunteers as role models.

Children learn through example and modelling is an important way to teach children about the values that support diversity and equity.

Educators are important role models in guiding and educating all stakeholders in relation to diverse and equitable behaviours and practices.

Educator professional development opportunities

Educators are provided with a number of training opportunities throughout the year, some training courses are fully funded by the employers, whilst others are part funded or not funded at all.

Communication with different stakeholders.

Children and families.

Families are advised of new Educators by the placement of notices around the service,

Introduction via the website and newsletters and

Personal introductions to families as they enter the room where the new Educator is located.

Policy review.

The service reviews the Employment of Child Care Professionals Policy and guidelines every year.

Families are encouraged to collaborate with the Service to review the Policy and procedures.

Educators are essential stakeholders in the Policy review process and will be encouraged to be actively involved.

Procedures.

The following are examples of procedures that a service employs as part of its practices.

Employee induction procedure.

Policy development and review procedure.

Procedure for non-compliance of the Employment of Child Care Professionals Policy and procedures by a:

- Educators;
- parent or family member;
- student/volunteer; or
- visitors
- Student and volunteer induction procedure.

Latest update: April 2015

Kekeco Childcare Pty Ltd.