



Staffing / Recruitment

Quality Area 7: Leadership and service management

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010

Education and Care Services National Regulations 2011: Section 56, 56A, 161, 161A, 162, 162A, 165–170, 172 173, Regulations 77–85, 90, 93–96, 100–102D, 117, 123, 126, 136, 145, 146-150, 155-156, 168-174

National Quality Standard for Early Childhood Education and Care: Elements: 4.1.1, 4.1.2, 7.1.2, 7.1.3

Aim / Rationale

We are committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the Pre-School is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

Policy Goals

- ✧ Professional and collaborative relationships between management, educators and staff support continuous improvement, leading to improved learning experiences and outcomes for children.
- ✧ Careful organisation of staff contributes to the continuous support of each child's learning and development in an effectively supervised environment.
- ✧ Professional standards set quality benchmarks for educators' practice and relationships.'

Strategies / Procedures: What will we do?

The Approved Provider will:

- ✧ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.

- ◇ Ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements.
- ◇ Take reasonable steps to ensure that nominated supervisors, educators, staff, volunteers and students follow the Staffing policy and procedures.
- ◇ Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, staff, volunteers and students, and available for inspection.
- ◇ Notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service’s education and care of children or
 - significantly impact the family’s ability to utilise the service.
- ◇ Ensure that the environment is free from the use of tobacco, illicit drugs and alcohol, and the nominated supervisor, educators, staff, volunteers and students are not affected by alcohol or drugs (including prescription medication).

Staff record:

- ◇ Ensure that a staff record is kept with the details in regulations 145-152.

Professional standards:

- ◇ Ensure that all educators, staff, volunteers and students are familiar with ECA’s Code of Ethics.
- ◇ Collaborate with educators and staff to develop a code of conduct.
- ◇ Ensure that all educators, staff, volunteers and students are provided with a copy of, and are familiar with, the code of conduct.
- ◇ Take appropriate action in the event that the code of conduct is not met.

Responsible person:

- ◇ Ensure that a nominated supervisor or person in day-to-day charge is present at the Pre-School in the absence of the approved provider.
- ◇ Ensure that the person in day-to-day charge consents to the placement in writing.
- ◇ Ensure that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training.
- ◇ Ensure that the nominated supervisor and person in day-to-day charge:
 - is 18 years old,
 - has adequate knowledge and understanding of the provision of education and care to children,
 - has the ability to effectively supervise and manage the service,
 - has a history of compliance with the Education and Care Services National Law and other relevant laws. This includes any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person.
- ◇ Ensure the nominated person completes and signs a Compliance history statement template and a Prohibition notice declaration template.
- ◇ Ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service.

- ◇ Notify the regulatory authority in writing about a new nominated supervisor and if the details of the nominated supervisor change.
- ◇ Ensure that the staff record includes the name of the responsible person for each time that children are being educated and cared for.

Volunteers, students on practicum placements and trainees:

- ◇ Ensure that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details.
- ◇ Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- ◇ Ensure that volunteers and students are not affected by alcohol or drugs.
- ◇ Ensure that volunteers and students are informed about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- ◇ Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.

The Nominated Supervisor / Responsible Person will:

- ◇ Ensure that regulatory obligations are met in relation to staffing arrangement.
- ◇ Implement procedures for staffing arrangements.
- ◇ Ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements.
- ◇ Must be present at the Pre-School in the absence of the approved provider.
- ◇ Ensure that they themselves, as well as educators, staff, volunteers, and students are not affected by alcohol or drugs.
- ◇ Must be aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training.
- ◇ Have completed and signed a Compliance history statement and a Prohibition notice declaration template.
- ◇ Advise the approved provider if they have changed their name or contact details (the regulatory authority is to be notified).
- ◇ Ensure that their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications are met.
- ◇ Ensure the staff record includes the name of the responsible person for each time that children are being educated and cared for.

Staff record:

- ◇ Ensure that a staff record is kept with the details in regulations 145-152.

Professional standards:

- ◇ Ensure that all educators, staff, volunteers and students are familiar with ECA's Code of Ethics.
- ◇ Collaborate with educators and staff to develop a code of conduct.

- ◇ Ensure that all educators, staff, volunteers and students are provided with a copy of, and are familiar with, the code of conduct.
- ◇ Take appropriate action in the event that the code of conduct is not met.

Volunteers, students on practicum placements and trainees:

- ◇ Ensure that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details.
- ◇ Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- ◇ Ensure that volunteers and students are not affected by alcohol or drugs.
- ◇ Inform volunteers and students about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- ◇ Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.

Educators and staff will:

- ◇ Be aware of and follow the Staffing policy and procedures.
- ◇ Must meet any jurisdictional requirements relating to education and care qualifications, first aid qualifications, and working with children clearance, such as a WWCC, or teacher registration details
- ◇ Must have undertaken current child protection legislation training, including for mandatory reporting requirements and obligations in their jurisdiction.
- ◇ Must not be affected by alcohol or drugs and must not consume these while at the service • must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- ◇ Be familiar with ECA's Code of Ethics.
- ◇ Must be familiar with and adhere to the code of conduct.
- ◇ Ensure quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4 – Staffing arrangements).

Volunteers, students, and trainees will:

- ◇ Implement the Staffing policy and procedures.
- ◇ Should be familiar with ECA's Code of Ethics.
- ◇ Must be familiar with and adhere to the service's code of conduct.
- ◇ Must meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant).
- ◇ Must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.
- ◇ Must not be affected by alcohol or drugs and must not consume these while at the Pre-School
- ◇ Must be familiar with the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- ◇ Must not subject children to any form of corporal punishment or any discipline that is unreasonable.

Families will:

- ◇ Be familiar with the code of conduct and report any concerns to the approved provider or nominated supervisor/responsible person.

Advertising Process

- ◇ All vacancies will be advertised publicly, and for a reasonable time (ie. between two and four weeks, depending on the circumstances).
- ◇ Advertising will be undertaken in a carefully targeted and cost efficient way but will also be wide ranging and seek applicants from diverse sources.

Consideration Process

- ◇ All applications for the position received by the closing date will be considered by the Director and two members of the Executive Committee (the selection panel).
- ◇ All applications will be treated in strict confidence with respect for all applicants.
- ◇ Where the vacancy is for the Director, the Executive Committee will determine a shortlist of applicants and form a selection panel of three members.
- ◇ For all other vacancies, a shortlist of applicants will be prepared by the Director, and two members of the Executive Committee.
- ◇ Applicants not shortlisted will be notified and thanked for their application as soon as possible. Applications may be kept on file for future recruitment.
- ◇ Shortlisted applicants may be asked to provide further information, such as in the form of addressing written selection criteria, or a phone interview. This will be determined by the selection panel.
- ◇ A list of applicants to be asked to attend (or phone or skype in) for a formal interview and will be prepared confidentially (ie. known only to the selection panels).
- ◇ Interviews will be conducted in confidence by the selection panel.
- ◇ Standard interview questions will be the same for all applicants, with scope for variation at the end, where interviewers may ask additional questions.
- ◇ The selection panel will form an order of merit for the applicants.
- ◇ Unless the Executive Committee have concerns about the applicant, the Director will make the formal offer of employment to the preferred applicant.
- ◇ If the preferred applicant accepts the position, all other applicants will be notified and thanked for their participation in the process.
- ◇ Unless they advise otherwise, their information will be kept on file in the event of another vacancy arising.

Links to other Policies

Incident, Injury Trauma & Illness
Emergency Preparedness and Evacuation 2023
Delivery of children to, and collection from the Pre-School Premises
Sleep, Rest and Relaxation
Interactions with Children
Infectious Diseases

Medication, Administration of Medical Conditions
Excursions
Child Safe Environment
Nutrition
Enrolment
Governance and Management
Grievance

Procedures and Forms

Induction - Orientation
Staff Handbook

Sources and Reference

ACECQA – Compliance history statement template for a person to be a person in day-to-day charge or a nominated supervisor
ACECQA – Guide to the National Quality Framework
ACECQA – Information sheet: Inappropriate discipline
ACECQA – Information sheet: Nominated supervisors
ACECQA – Prohibition notice declaration for prospective staff members
ACECQA – Responsible person requirements for approved providers from 1 October 2017
Early Childhood Australia – Codes of Professional Conduct and Early Childhood Australia Code of Ethics
Early Childhood Australia – Early Childhood Australia Code of Ethics

Procedures and Forms

Induction - Orientation
Staff Handbook

Policy Reviewed	Modifications	Next Review Date
2013	Developed	2015
February 2018	Reviewed	2020
September 2023	Updated to align with ACECQA Staffing policy guidelines – risk minimisation created	Sep 25 or when procedure, practice, or legislation changes

Person/s responsible for review of policy

Director / Administrator