



STAFF POLICY

(This is one component of our Child Safe Environment Policies)

THE MANAGEMENT AIMS TO

- Give new and ongoing staff clear information to enable them to understand the functioning of the preschool and the important role they play. Including the mapping of the management order.
- Recruit high quality staff whose skills will enhance the quality already offered by the preschool.
- Give staff opportunities for ongoing professional development.
- Support staff in their important role
- Protect staff's health and welfare in the workplace.
- The Approved Provider will maintain the Education and Care Workers Register through the NQAITs
- Ensure all staff complete mandatory child safety and protection training
- Notify the regulatory authority immediately for changes to employees WWCC or Teacher accreditation Status

THE PROCEDURE FOR APPOINTMENT OF STAFF

- The Management will be responsible for all aspects of recruiting and appointing permanent staff. They will follow the Procedure guidelines from the NSW Dept of Education.
- The Nominated Supervisor will have input both in an advisory role and as part of an interview panel.
- The Approved Provider will undertake a prohibition search on the NQAITs portal for its prospective employees.
- A National Criminal History Check will be required by all new prospective employees.
- All potential employees must read and confirm they will abide by the services Code of Conduct prior to commencing employment.
- Employment of part time, relief staff and additional needs support staff will be the responsibility of the Nominated Supervisor.
- All permanent staff will receive a letter of appointment stating hours, awards and conditions, rate of pay, etc. Agreements will be signed and reviewed Bi-Annually
- The Nominated Supervisor will be responsible for all supervision of staff once appointed to the preschool.
- All staff must hold and maintain up to date Approved Working With Children Checks and the Approved Provider will maintain a record of these inclusive of the expiry dates.
- Staff must be notified of their responsibility to notify the Approved Provider of any changes to their WWCC status immediately.
- Staff must be notified of their responsibility to notify the Approved Provider of any changes to their Teacher registration status immediately.
- The Responsible Person will be nominated, approved and appointed as per the regulations and determined each daily as per the preschool Hierarchy.

AWARDS

- All permanent and part time staff will have an employment agreement for any conditions above the Children's Services award.
- The preschool will abide by all relevant awards for anything not specifically stated in the Employment Agreements.

- The Management, in co-operation with the staff will periodically review all positions in the preschool with a view to improving staff conditions and culture.
- The Approved Provider and Nominated Supervisor will attempt to accommodate reasonable requests from staff for absences that may be necessary to fulfil family commitments.

ORIENTATION OF NEW PERMANENT STAFF

- The Nominated Supervisor will develop the orientation process for new staff - using an orientation procedure with the signed induction checklist.
- After the initial appointment, the new staff member will have a consultation with the Nominated Supervisor where relevant information will be discussed.
- A review with each new staff member and Nominated Supervisor will follow three months and then annually using the staff appraisal format.
- All staff are mandatory reporters and responsible for providing a child safe environment.
- All Staff must adhere to the Child Protection Acts and the Child Protection Policy.
- All staff are to hold current certificates for relevant child safety and protection training prior to commencing working with children

STAFF DEVELOPMENT

- All Teachers are required to maintain their NES A Accreditation and meet the Professional Development requirements within the maintenance periods to support their practice and ongoing professional growth.
- The preschool is committed to providing a quality service and supports all staff to engage in ongoing professional learning.
- All Staff are required to complete Mandatory Child Safety and Protection Training as outlined in the National Laws and Regulations
- The preschool believes in the importance of ongoing education for all staff and will support their attendance at in-service by making allowance in the preschool budget for funds to cover costs of courses and attendance within the award.
- All staff will be encouraged to attend Professional Development opportunities as they become available (equivalent to the number of hours they work each week).
- In-service receipts must be kept and presented by attending staff.
- The preschool requires all primary contact staff to hold a current approved First Aid Certificate, CPR, Anaphylaxis & Asthma training and will pay the costs associated with the necessary training.
- All staff are welcome to attend Management meetings.
- A safety check will be conducted annually by a parent/guardian member Management, and staff. (Move to below heading)

STAFF HEALTH AND SAFETY

- The preschool accepts the responsibilities of the Work Health and Safety (WHS) Act and agrees to comply with the provisions of the Act with the in house trained WHS officer.
- Staff will be given information on correct techniques for lifting heavy objects/children and cumbersome objects to avoid back strain. (within the orientation package)
- Staff will also be given information on all WHS issues and discuss issues at staff meetings.
- Staff will be expected to follow the sun protection procedures as outlined in the preschools "Sun Safety" policy.
- Health Department guidelines for the control of infectious diseases in children will apply to staff when considering exclusion periods.
- Staff are required to work within all health policies and adhere to orders from NSW health that may vary from this policy.

- The staff will ensure there is NO partaking of alcohol on the pre-school premises during the operational hours of the pre-school.
- The staff will ensure that NO SMOKING of any substance will occur within the parameters of the pre-school at any time. This includes vaping substances and vaping devices.
- Every staff member is responsible for the WHS issues related to the preschool.
- The Staff will ensure all personal devices (e.g. mobile phones) will not be accessible to them while working directly with the children.

CODE OF CONDUCT

All primary care staff will be asked to sign the Code of Conduct and Child Safe Code of Conduct as outlined in the Educational Care Service National Law & Regulations (Regulation 168 (2)(i)). Staff will be expected to maintain confidentiality in all matters relating to their employment.

Attachments

- 1 Code of Conduct Form
- 2 Orientation guideline checklist
- 3 Staff appraisal

(Reviewed annually with NQF and QIP)

Date last amended 10.05.26