

# JUNEE PRESCHOOL POLICIES

## **Staffing Policy**

*Quality Area : Governance and Leadership*

### **Introduction**

The employment of qualified educators is key in providing quality education for young children. This policy will outline staff recruitment, induction, professional development and support.

### **Goals/ What are we going to do?**

- ◁ The Preschool will ensure that the number of staff employed is, at minimum, the number required by the Education and Care National regulations 2011, but where possible will exceed the minimum requirement.
- ◁ Staff employed will have the required qualifications, as set out in the Regulations, and as approved by ACECQA.
- ◁ Employ staff using an equitable and transparent procedure.
- ◁ Provide appropriate inductions for new staff, volunteers and students.
- ◁ Provide ongoing support to assist staff in their professional development.

### **Strategies/ How will it be done?**

#### **The Approved Provider will:**

- ◁ Ensure the number of educators working with the children at all times meets, and where possible exceeds the minimum set out in the Education and Care National Regulations 2011.
- ◁ Ensure the qualifications of staff meet the regulatory requirements.
- ◁ Employ a Nominated Supervisor to manage and recruit staff in conjunction with the day to day running of the Preschool.
- ◁ Employ an Educational Leader to guide educator's program and practice.
- ◁ Appoint a Responsible Person to be present at the Preschool in the Nominated Supervisor's absence.
- ◁ Support the Nominated Supervisor in the recruitment process, when engaging new staff.
- ◁ Ensure the Preschool has appropriate and up to date policies required by the regulations, as well as those deemed necessary, to guide the practice of all staff.
- ◁ Ensure all new staff employed hold a current Working with Children Check number.

Policy Review Date May 2023

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- ◁ Provide for staff development in the Preschool's annual budget.
- ◁ Support staff in maintaining mental health and general well being.

### **The Nominated Supervisor will:**

- ◁ Recruit new staff when necessary. This will be done in a way that is most suitable to the position, and in such a way that the procedure is transparent and equitable.
- ◁ Ensure that all new employees hold a current Working with Children Check number and verify this number before the employee begins work.
- ◁ Ensure each new staff member signs a consent to disclose personal information to the Department of Education Early Education and Care Directorate.
- ◁ Ensure each new staff member signs a Confidentiality agreement and the Code of Conduct.
- ◁ Provide each new staff member with information regarding appropriate clothing, job description, Preschool routines, and information about the appropriate award.
- ◁ Ensure each new staff member fills in new staff record and tax declaration. The staff record will then be forwarded to Business Solutions for processing, and the tax declaration will be sent to the tax office.
- ◁ Provide each new staff member, volunteer or student with an induction to the Preschool to ensure the person is comfortable with where things are located in the Preschool, that they are introduced to staff, and that they are made aware of key policies such as the Code of conduct, Interactions with children policy, Arrivals and Departures Policy, General health and well being procedures and Emergency and Evacuation policy. *See Induction Check List.*
- ◁ Monitor, guide and support new staff members in their practice, and their relationships with families and colleagues.
- ◁ Introduce new staff members, volunteers and students to families, and ensure families are aware of staff changes.
- ◁ Provide opportunities for professional development, and work with all educators to develop personal goals for professional improvement.
- ◁ Develop strategies to support staff, and encourage staff to support each other in their professional development.

### **Educators will:**

- ◁ Ensure they are familiar with all the Preschool's policies and procedures.
- ◁ Undertake to attend at staff meetings out of hours.
- ◁ Abide by the Code of Conduct and the ECA Code of Ethics.

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- ◁ Develop professional goals through critical self reflection, and work towards these goals with the support of the Educational Leader and Nominated Supervisor.
- ◁ At all times maintain confidentiality (see Confidentiality and Privacy Policy).
- ◁ Wear appropriate clothing and enclosed foot ware, as outlined in Staff Handbook.
- ◁ Support new staff members to become familiar with the Preschool environment and program, and assist them in developing relationships with children and families.
- ◁ Provide support to colleagues in maintaining mental health and general well being.

### USEFUL RESOURCES

- ◁ ACECQA Approved Qualifications - <https://www.acecqa.gov.au/qualifications/nqf-approved>
- ◁ ECA Code of Ethics - <http://www.earlychildhoodaustralia.org.au/wp-content/uploads/2016/07/ECA-COE-Brochure-2016.pdf>
- ◁ Health and Safety Model Polices and Practices - [http://eduserve.com/sites/default/files/iccc\\_resources/Child\\_Care\\_Model\\_Policies.pdf](http://eduserve.com/sites/default/files/iccc_resources/Child_Care_Model_Policies.pdf)

Related legislation: Education and Care Services National Regulations 2011: Part 4.3A (117A, 117B, 117C), regulations 118, 120,122,123,126,131,132, 136, 137, 138, 139, 140, 141, 142, 143, 145, 146, 147, 148, 149, 150, 151, 152