

Relief/Alternative Teaching Staff Policy



Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

PURPOSE

It is important to ensure sufficient staff coverage to enable proper supervision of the children and the appropriate environment at the School not only to fulfil government regulations but for the benefit and safety of all.

SCOPE

Staff absences:

- If a staff member is unable to come into school the following procedure is implemented:
- Staff member calls Principal as well as their Class Directresses as soon as is known of absence.
- Staff must ensure that direct contact is made with the Principal and that messages have been received.
- Principal determines requirements of relief staff for the day and make enquiries regarding a relief staff member- relief staff may be obtained from a school pool or the use of an agency. (currently CHILD CARE CREW- PULSE is the preferred agency)

NUMBERS:

North Balgowlah campus:

The Principal must ensure that the ratio of primary contact staff to children at the North Balgowlah campus is as follows:

- 1:5 in respect of all children who are 2 or more years of age but under 3 years
- 1:10 in respect of all children who are 3 or more years of age but less than 6 years old.

The Principal must ensure that there are at least 2 staff members present on the school premises whenever children are being provided with the service at the premises and that no staff member is expected to be in an enclosed area alone with the children.

We currently use Pulse for the relief teaching staff for the Nth Balgowlah Campus or the school relief register of Teachers that we have on our books.

Pulse is currently able to supply this Campus with diploma and or ECT's.

North Head campus:

A minimum of two adults at any one time during school operational hours are present. We current have two teachers in each of the classroom each day. So if one of the class room educators is away we still have three educator on site for the two classrooms.

Efforts will be made to ensure that a teacher is always on site during school hours. We currently use Pulse for the relief teaching staff for the Primary Campus or the school relief register of Teachers that we have on our books.

Pulse is currently able to supply both Campus with ECT's (a qualification with a focus on children aged 3 to 8) This will be reviewed again next year and this site will only be able to use the Relief Teacher register.

(A person who holds an approved early childhood teaching qualification is an early childhood teacher for the purposes of the Education and Care Services National Law and Regulations.)

IMPLEMENTATION FOR RELIEF & NEW STAFF

All relief staff will, prior to working with children, undergo the following:

- Potential Relief staff will be required to attend an interview with management to ensure they are a fit and proper person.
- Once the prospective staff has been successful in the interview process, management will check their references and verify their working with children check so that they WWCC number can be verified.
- Relief staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work

Relief Staff Induction pack

- Relief staff will be issued with an induction pack prior to commencing employment, which will contain:
 - Staff handbook
 - Service philosophy
 - Job description
 - Employment contract
 - Staffing detail form
 - Code of Conduct
 - Code of Ethics

ORIENTATION & SERVICE REQUIREMENTS

- All new staff and relief staff will be shown the staff sign in book, which is to be filled in on both arrival and departure from the school each day.
- They will also be given access to a Staff or Relief Staff Handbook as appropriate, and the PA at the North Head site or the Enrolment Officer at the North Balgowlah site will go through an Induction Checklist with them upon arrival, as attached at Appendix 1.
- A copy of the staff member's personal details including relevant qualifications, Working With Children Check and evidence of any approved training (including first aid training and CPR) completed by the staff member will be obtained for the staff record.
- An introduction to the Service layout and staff will be undertaken. This will include safety details including the evacuation procedure.
- Information about children within the service on that day will be discussed along with relevant policies and procedures, for example; medical conditions and protection requirements which will be shared confidentially.
- An introduction to our programming procedure and routine will be shared by the class room assistant or classroom teacher from the site that the relief is required for.
- Administrative tasks such as a Job Description detailing their role and responsibilities and relevant Employee paperwork, including Tax File Declaration, superannuation documentation, pay details, emergency contact details, etc. will be completed by the Principal or the PA and presented to the relief staff.
- All new relief staff must complete and return staff information paperwork so that they can be paid.
- All relief staff undertaking educating roles will have a minimum of Certificate III in Children Services.
- Relief staff's qualifications will meet the needs of the Service and are to remain compliant at all times.
- All relief staff are required to arrive 10 minutes before the start of the shift to make themselves aware of the routine set for the day, familiarise themselves with the program, the children in their care, staff communication book and any other important points that are relevant and necessary for that day.
- Relief staff members are to rely on the direction of the Educational Leader / Room Leader
- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the Service, who they are replacing and how long they expect to be placed at the Service.

- All relief staff members are to accept and embrace the importance of confidentiality and that of the children within their care. They are to treat any information shared with them in the best interest of the child - professionally and sensitively.
- In conjunction with all permanent staff members, relief are requested to be mindful of the time and time taken for their breaks and return promptly to minimise any disruption to the set routine.
- It is advised that all staff members, whether relief or permanent, look after their health and keep their immunisations up to date.
- The School will aim to maintain a register of relief staff members that are familiar to the Service, families, children, policies and program.

SERVICE DRESS CODE

Relief staff must ensure they maintain a professional image at all times. Staff are to be clean and tidy at all times with no offensive clothing worn.

Pants/Shorts

- Track pants are unacceptable to wear at our school.
- Shorts and Shirts may be worn at an acceptable length for shorts and skirts which is considered to be two inches above the knee. Clothing shorter than this is not considered to be acceptable.

Tops

- In maintaining the professional image staff need to consider the suitability of tops when deciding what to wear.
- A T-Shirt is required covering the shoulder
- Singlets, midribs and strapless tops will not be accepted in the work environment. If it is felt that a staff member's top is too revealing, or inappropriate for wear around children and clients then they will be asked to return home to change.

Footwear

- Closed in shoes are preferred for other staff.
- Thongs are not appropriate dress, and are considered dangerous footwear in the workplace.

Sun Safety

- Consideration should be given to hats in summer for outdoors (as an example to children, and for your own protection).
- Staff will be required to wear a wide brimmed hat (no caps)
- Staff will be provided with sunscreen for use.
- Staff may wear sunglasses in the outdoor environment

Alcohol, Tobacco and other Drugs

- Staff members are not permitted to consume alcohol, tobacco or other drugs whilst on the premises of a children service.
- Staff are not to offer, supply or obtain alcohol, tobacco or other drugs to any person at the child care service.
- Staff who are intoxicated or under the influence of drugs are not to work during any episode of intoxication.
- Any breach of these conditions will result in disciplinary action.
- Staff who use prescription medication are asked to discuss the possible side effects of these drugs with management to ensure that the staff member and children remain safe at all times.
- Relief Staff are not permitted to administer prescription medication to children unless approved by management.

The Principal is responsible for engaging or organising his delegate at the North Balgowlah Campus to engage the Relief Staff for the North Balgowlah sites, and ensuring staff levels are maintained.

The Principal is responsible for engaging or organizing his delegate at the North Head Campus to engage the Relief Staff for the North Head sites, and ensuring staff levels are maintained

Source

- Australian Children's Education & Care Quality Authority. (2013). Guide to the National Quality Standard.
- Early Years Learning Framework

Policy Review Date

Feb 2018

APPENDIX 1: INDUCTION CHECKLIST FOR NEW & RELIEF STAFF

NAME: _____ **START DATE:** _____

DAYS / HOURS: _____ **POSITION:** _____ **AREA/ROOM:** _____

SECTION A - GENERAL

- € Welcome to Farmhouse Montessori School
- € Overview of the Induction program
- € School history and Organisational Structure
- € First aid kits location
- € Fire and evacuation procedures
- € Staff Contact List
- € Meetings - staff & staff/parent; management
- € Rosters- and leave applications
- € Staff Facilities
- € Tour of School, meeting staff.

SECTION B - EMPLOYMENT MATTERS

- € Position letter of offer/ Job Description
- € Contract terms & conditions, including probation
- € Grievance and Complaints Procedures
- € Staff Accidents - Incident Report & Workers Comp (What to do)

SECTION C - QUALITY CARE

- € Mandatory reporting - child protection- Role of FAC & NSW Ombudsman
- € Code of Conduct
- € NQS & NQF & Regulations
- € Policies and Procedures Manual

SECTION D - WH&S GENERAL-STAFF

- € WH&S Risk Management
- € Register of injuries
- € Lifting procedures
- € Hand & Food washing
- € Body Fluid Handling
- € Safe storage of chemicals - MSDS folder location in office

SECTION E -PAPERWORK-CHILDREN & STAFF

- € Infectious illness - how information is communicated
- € Medication - Giving and paperwork required
- € Emergency first aid plan - contact with poisons/chemicals
- € Specific children's issues - asthma, allergies etc
- € Recording of accidents / injuries
- € Location of staff forms-Front desk in draw eg:Petty cash reimbursement, sick leave etc.
- € Staff Accidents - Incident Report & Workers Comp forms

€ Professional Development Review - plans, goals and training opportunities

Office Use Only

€ Equipment checklist € Qualifications/ Certificates

€ Staff Info Pack Paperwork € WWCC

Declaration:

I _____ have completed my induction and clearly understand the information provided as part of the Induction program. I have been given copies of relevant documents and/or know how I can access the required documents.

Signature

Date:

NB: Place checklist on Personal File once completed and copy for staff member.