

# Relief/Alternative Teaching Staff Policy



## 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.

Our Service aims to maintain continuity of education and care and abide by National Regulations and Standards by employing quality relief staff to replace permanent staff on a short-term basis when necessary. We ensure our Service meets or exceeds, the minimum educator to child ratios as mandated in National Law to ensure adequate supervision is maintained and educators provide quality education and care in a healthy and safe environment for both the Nth Balgowlah Campus and the Nth Head Primary school campus at all times. .

## NATIONAL QUALITY STANDARD (NQS)

### QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

### Staff absences:

- If a staff member is unable to come into school the following procedure is implemented:
- Staff member calls Principal if they are from the Nth Head Campus and the Authorised Supervisor if they are from the Nth Balgowlah Campus as well as their Class Teacher as soon as is known of absence.
- Staff must ensure that direct contact is made with the Principal/Authorised Supervisor and that messages have been received.

- They will then determine requirements of relief staff for the day and make enquiries regarding a relief staff member- relief staff may be obtained from the school pool or the use of an agency. (currently CHILD CARE CREW- PULSE is the preferred agency for the Nth Balgowlah Campus. ).

#### 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 the correct number of 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 that 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 in each building. We currently have one teacher and one qualified assistant in each of the classroom each day. So, if one of the class room educators (teachers) is away we still have three educator on site for the two classrooms. With the Principal available to cover absences of teachers in the classroom.

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.

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 if not through an agency:

- Potential Relief/New 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/New staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work

#### Relief/New 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
- Staff detail form
- Employment information form

## ORIENTATION & SERVICE REQUIREMENTS

Prior to relief staff commencing at the Service management must be provided with the following information:

- proof of minimum educational qualification
- evidence of completed professional training in
  - CPR, First Aid certificate; approved Emergency asthma management training and approved emergency anaphylaxis management training, approved Child Protection training (where applicable)
- Working with Children Check number and date of expiry; Vulnerable Persons Check number and date of expiry or Criminal History/Police Check- number and date of expiry.
- banking details for direct deposit wage payment
- signed employment contract and job description
- completed Tax File Declaration form
- superannuation details
- emergency contact details
- medical conditions notification
- 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 Authorised Supervisor or delegate 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.
- 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, midriffs 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	Modification	Next Review Date
Feb 2018	New format created with New logo	2019
2019	Minor changes made to policy Updated references to comply with the revised NQS	2020
2021	Rearranged the order of points for better flow Points added (Highlighted). Sources checked for currency. Sources/references corrected, updated, and alphabetised. References corrected, added &/or updated. rewrite of introduction to policy related policies added Addition of necessary documentation sources checked for currency minor formatting editing	2024

## APPENDIX 1:



## INDUCTION CHECKLIST FOR NEW & RELIEF STAFF

NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_

DAYS / HOURS: \_\_\_\_\_ POSITION: \_\_\_\_\_ AREA/ROOM: \_\_\_\_\_

DESIGNATED SUPERVISOR: \_\_\_\_\_

SECTION A – GENERAL	SECTION D – WH&S GENERAL-STAFF
<input type="checkbox"/> Welcome to Farmhouse Montessori School	<input type="checkbox"/> WH&S Risk Management
<input type="checkbox"/> Overview of the Induction program (buddy system)	<input type="checkbox"/> Register of injuries
<input type="checkbox"/> School history and Organisational Structure	<input type="checkbox"/> Lifting procedures
<input type="checkbox"/> First aid kits location	<input type="checkbox"/> Hand & Food washing
<input type="checkbox"/> Fire /evacuation & Lockout/Lockdown procedures	<input type="checkbox"/> Body Fluid Handling
<input type="checkbox"/> Staff Contact List	<input type="checkbox"/> Safe storage of chemicals – MSDS folder location in office
<input type="checkbox"/> Meetings – staff & staff/parent; management	
<input type="checkbox"/> Rosters- and leave applications	<b>SECTION E –PAPERWORK-CHILDREN &amp; STAFF</b>
<input type="checkbox"/> Staff Facilities	<input type="checkbox"/> Infectious illness – how information is communicated
<input type="checkbox"/> Tour of School, meeting staff.	<input type="checkbox"/> Medication – Giving and paperwork required
	<input type="checkbox"/> Emergency first aid plan – contact with poisons/chemicals
<b>SECTION B – EMPLOYMENT MATTERS</b>	<input type="checkbox"/> Specific children’s issues – asthma, allergies etc
<input type="checkbox"/> Position letter of offer/ Job Description	<input type="checkbox"/> Recording of accidents / injuries
<input type="checkbox"/> Contract terms & conditions, including probation	<input type="checkbox"/> Location of staff forms-Front desk in draw eg: Petty cash reimbursement, sick leave forms etc.
<input type="checkbox"/> Grievance and Complaints Procedures /Where to find this policy to read	<input type="checkbox"/> Staff Accidents – Incident Report & Workers Comp forms
<input type="checkbox"/> Staff Accidents – Incident Report & Workers Comp (What to do)	<input type="checkbox"/> Staff Handbook received
<input type="checkbox"/> Award Information	
	<b>Office Use Only (have received back)</b>
<b>SECTION C – QUALITY CARE</b>	<input type="checkbox"/> Equipment checklist <input type="checkbox"/> Qualifications/Certificates
<input type="checkbox"/> Mandatory reporting – child protection- Role of FAC & NSW Ombudsman has been read.	<input type="checkbox"/> Staff Info Pack & Paperwork & Certificates <input type="checkbox"/> WWCC
<input type="checkbox"/> Mandatory reporting – child protection- Online reporter Guide reviewed on <a href="http://www.reporter.childstory.nsw.gov.au">www.reporter.childstory.nsw.gov.au</a> done.	<input type="checkbox"/> Code of Conduct-staff
<input type="checkbox"/> CODE OF CONDUCT-STAFF	<input type="checkbox"/> Induction Paperwork back
<input type="checkbox"/> NQS & NQF & NESA Regulations	<input type="checkbox"/> Mandatory reporting form
<input type="checkbox"/> Policies and Procedures on line to be reviewed	<input type="checkbox"/> Tax & Superannuation forms back
<input type="checkbox"/> Professional Development Review – plans, goals and training opportunities	<input type="checkbox"/> Induction Checklist returned

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. I have also returned all required paperwork the school office.

\_\_\_\_\_  
Signature of Staff member\_\_\_\_\_  
Date:\_\_\_\_\_  
Signature of Principal\_\_\_\_\_  
Date:

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