

ARMIDALE OUT OF SCHOOL HOURS CARE

Staffing Policy

Related documentation Policy/policies:	Code of Conduct, Determining the Responsible Person Policy, Student and Volunteer Policy, Supervision Policy,
Regulation/s/ Standards:	Regulations 56, 161, 162,167, 168, 169, 170, 172, 173, 175 National Quality Standards Area 4
Related procedures:	Work, Health & Safety, Supervision
References:	ACECQA Research & Resources
Date Effective:	November 2023
Date for review	November 2025
Purpose	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 service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.
Responsibility	Directors and Management

Key information:

Armidale and District Family Day Care Limited (AFDC), as service sponsor, acknowledges that our service's policy and procedures about staffing help promote an environment in which children are provided with optimal quality education and care, and educators and nominated supervisors receive professional and wellbeing support.

Policy:

AFDC acknowledges and is committed to:

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

Armidale Out of School Hours Care's policy regarding staffing is designed to help promote an environment in which children are provided with optimal quality education and care, and educators, receive professional and wellbeing support.

Procedures:

AFDC:

- Prioritises the health, safety and wellbeing of children. With quality practices for staffing arrangements, we ensure that our educators safeguard the children at all times
- Provides position descriptions for Educators which are linked to the National Quality Standards
- Endeavours to ensure that our educators are guided by a high level of professional standards.
- Provides all educators with a copy of Armidale Out of School Care's Staff Handbook which contains all relevant staff policies, National Regulations, National Quality Standards, Early Childhood Australia's (ECA) Code of Ethics, a Fair Work Statement and a copy of their Award
- Conducts regular performance appraisals
- Appoints our responsible persons in line with regulatory requirements and ensure that a nominated supervisor or person in day-to-day charge is present at the service in the absence of the approved provider
- Ensures 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 child protection training
- Ensures 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.
- Ensures that the name of the nominated supervisor is displayed
- Notifies the regulatory authority in writing about a new nominated supervisor and if the details of the nominated supervisor change
- Ensures that the staff record includes the name of the responsible person for each time that children are being educated and cared for. that the service is effectively supervised and managed.

Industrial Legislative Compliance

AFDC maintains membership of Employsure Australia to ensure that the Company is kept abreast of all relevant industrial changes and award adjustments.