

TECOMA PRIMARY SCHOOL OSHC STAFFING, VOLUNTEERS, AND STUDENTS' POLICY

RATIONALE

Tecoma Primary School OSHC considers its employment of educators and staff as of utmost importance to ensuring that the service delivers a high level of care while adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

PROCEDURES

- All Educators will possess a satisfactory Working with Children's Check (WWCC) or Victorian Institute of Teaching (VIT) registration.
- All educators' current checks and registrations will be read by the Nominated Supervisor before being engaged as an educator or permitted to work as a volunteer. (R358)
- The qualification requirements for educators working with school-aged children in Victoria is: 50% of educators required to meet educator to child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age. (R356) All other educators must hold an approved certificate three qualification.
- The educator to child ratio is 1 to 15.
- The service will designate at least one suitably qualified and experienced educator as Educational Leader. The Educational Leader/s of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118)
- The name of the educational leader/s will be on display at the main entrance of the service (R173), and the Educational Leader/s will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.
- The service will designate at least one nominated supervisor (R146).
- Personal details, qualifications, written acceptance of the nominated supervisor's role, and training for the nominated supervisor(s) will be kept in the Nominated Supervisor's Staff Record.
- The service will designate a Responsible Person/s in day-to-day charge at all times (R46, 47, 50, 54).
- The approved provider will assess if the proposed person in day-to-day charge has adequate knowledge and understanding of the provision of education and care to children and effectively supervise and manage an education and care service.
- The person in day-to-day charge (Responsible) will need to be deemed to have suitable experience and qualifications.
- Personal details, qualifications, training for the person in day-to-day charge will be kept in the educator's Staff Record along with their written acceptance of the role.
Educators will be recruited and trained according to the Education and Care Services National Regulations (R136)
- At least one educator who holds a current approved First Aid qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved anaphylaxis management qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved asthma management qualification will be in attendance while children are being cared for.

STAFFING, VOLUNTEERS, AND STUDENTS CODE OF CONDUCT

All educators, volunteers and ancillary staff members agree to:

- Abide by relevant legislative and National Quality Standard requirements and understand and actively implement the policies, procedures, and rules of the service.
- Value the different perspectives of educators, supporting and working collaboratively to maintain the philosophy and goals of the service.
- Contribute to creating a positive atmosphere of trust and openness through modelling respectful and courteous language and behaviour.
- Maintaining a safe environment for all including active supervision of children, compliance with Workplace Health and Safety requirements and ensuring all necessary documentation is completed.
- Treat children, families, educators, other employees, members of the School Council or visitors to the service with courtesy, respect, and consideration at all times. This includes communicating with families in a professional manner including use of calm voice.
- Only discuss confidential information or issues of the service with appropriate people within the service and not with any person outside the organisation, unless required by law.
- Resolve any conflicts with other employees or members of the School Council using the policy and procedures developed within the service.
- Represent the Service in a positive way.
- Act positively on complaints and provide services to the best of their ability.
- Strive to build a harmonious, equitable and non-discriminatory workplace.
- Wear clean, neat clothes, professionally appropriate to the type of work to be undertaken and not offensive to the children, families, or other employees.
- It is unacceptable for any employee to use any form of harassment, physical, verbal, or emotional punishment when carrying out their duties with children, families, other employees, or other visitors to the Service.
- Staff must not be under the influence of alcohol or illegal drugs.

VOLUNTEERS

Tecoma Primary School OSHC may utilise volunteers within the service. This includes educators appointed to support children with additional needs. Students and volunteers are not to be left alone with children and must provide WWCC before commencing. All students and volunteers must complete a staff record, and Tecoma Primary School OSHC will keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

- Volunteers may include secondary students, tertiary students, students on practicum placements, parents and the unemployed. Volunteers must be aged 18 or over.
- All volunteers will undergo and possess a satisfactory Working with Children's Check.
- All volunteers will complete an Educator Record.
- Volunteers will not be part of the educator: child ratios.
- An educator will supervise volunteers at all times.

STAFF RECORDS

- Tecoma Primary School OSHC will ensure that a staff record is obtained for each educator and volunteer working in the service.
- The service will develop a comprehensive Educator Record (R145)
- Each educator will complete the record outlining relevant personal details, qualifications, training and role within the team as required in the Education and Care National Regulations (2011), regulation 147.



COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.