

TECOMA PRIMARY SCHOOL OSHC STAFFING, VOLUNTEERS AND STUDENTS' POLICY

POLICY STATEMENT AND

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). 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.

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements, including volunteers and students.

LEGISLATIVE REQUIRMENTS

Section 56 Notice of addition of nominated supervisor

Section 56A Notice of change of a nominated supervisor's name or contact details

Section 161 Offence to operate education and care service without nominated supervisor

Section 161A Offence for nominated supervisor not to meet prescribed minimum requirements

Section 162 Offence to operate education and care service unless responsible person is present

Section 162A Persons in day-to-day charge and nominated supervisors to have child protection training

Section 165 Offence to inadequately supervise children

Section 166 Offence to use inappropriate discipline

Section 167 Offence relating to protection of children from harm and hazards

Section 168 Offence relating to required programs

Section 169 Offence relating to staffing arrangements

Section 170 Offence relating to unauthorised persons on education and care service premises

Section 172 Offence to fail to display prescribed information

Section 173 Offence to fail to notify certain circumstances to Regulatory Authority

Section 175 Offence relating to requirement to keep enrolment and other documents

Regulation 35 Notice of addition of new nominated supervisor

Regulation 77 Health, hygiene, and safe food practices

Regulation 78 Food and beverages

Regulation 79 Service providing food and beverages

Regulation 80 Weekly menu

Regulation 81 Sleep and rest

Regulation 82 Tobacco, drug and alcohol-free environment

Regulation 83 Staff members not to be affected by alcohol or drugs

Regulation 84 Awareness of child protection law

Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 90 Medical conditions policy

Regulation 93 Administration of medication

Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency

Regulation 95 Procedure for administration of medication

Regulation 96 Self-administration of medication

Regulation 99 Children leaving the education and care service premises

Regulation 117A Placing a person in day-to-day charge
Regulation 117B Minimum requirements for a person in day-to-day charge
Regulation 117C Minimum requirements for a nominated supervisor
Regulation 123 Educator to child ratios
Regulation 126 Centre-based services – general educator qualifications
Regulation 136 First aid qualifications
Regulation 145 Staff record
Regulation 146 Nominated supervisor
Regulation 147 Staff members
Regulation 148 Educational leader
Regulation 149 Volunteers and students
Regulation 150 Responsible person
Regulation 155 Interactions with children
Regulation 156 Relationships in groups
Regulation 168 Education and care service must have policies and procedures
Regulation 170 Policies and procedures to be followed
Regulation 171 Policies and procedures to be kept available
Regulation 173 Prescribed information to be displayed
Regulation 174 Time to notify certain circumstances to Regulatory Authority

DEFINITIONS

Approved Provider: The school council is the approved provider.

Person with Management or Control: Under National Law this refer to a representative of the school council, in our case, the school Principal, who has the responsibilities of an approved provider under the National Quality Framework.

Nominated Supervisor:

Under the National Quality Framework, the Nominated Supervisor is a person delegated by the approved provider to have day to day responsibility for the management of the service. Must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:

- educational programs (section 168)
- supervision and safety of children (sections 165–167)
- entry to and exit from the premises (section 170; regulation 99)
- nutrition and food and beverages (regulations 77–80)
- administration of medication (regulations 93–96)
- drugs and alcohol (regulations 82–83)
- sleep and rest (regulations 81)
- excursions (regulations 100–102)
- transportation (regulations 102B–102D)
- staffing ratios and qualifications (regulations 123–128).

A responsible person is:

- the approved provider or a person with management or control
- a nominated supervisor
- a person in day-to-day charge of the service.

The approved provider is responsible for assessing a person's suitability as responsible person.

Working With Children Check (WWCC)

A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:

- (a) the person has been assessed as suitable to work with children; or
- (b) there has been no information that if the person worked with children the person would pose a risk to the children; or
- (c) the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

PROCEDURES

- 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.
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.

Recruitment and Selection of Staff

When a position within the program becomes vacant, Tecoma Primary School will advertise the position. Applicants shall be selected for an interview based on their ability to meet key selection criteria in the position description. All Educators will possess a satisfactory Working with Children's Check (WWCC) or Victorian Institute of Teaching (VIT) registration.

In the case of First Aid, Anaphylaxis training, Asthma training and Protecting Children- Mandatory Reporting and Other Obligations, the educator will be required to undertake and provide evidence of completion within two months of commencement. Staff are required to have completed Food Handling training via the online course.

<https://dofoodsafely.health.vic.gov.au/index.php/en/> or an equivalent.

Educational Leader:

- 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 Educational Leader will officially and in writing, accept the position. 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.

Nominated Supervisor/Responsible person:

- 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.

Staff Orientation and Induction

Educators will be recruited and trained according to the Education and Care Services National Regulations (R136).

The Nominated Supervisor is responsible to ensure that all staff receive appropriate orientation and induction which prepares, supports, and facilitates their working performance and ongoing capacity for employment within the service. 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 orientation and induction process shall include (but not be limited to):

- A meeting with the new employee prior to engagement to complete all paperwork relation to their suitability for employment.
- An induction/orientation session, where the Nominated Supervisor or Responsible Person will introduce the new educator and walk through procedures, including but not limited to; emergency procedures, medical and first aid procedures, children with medical or special needs, court orders and at risk children, dietary requirements and observations and reflection requirements under the NQF.
- The new employee will receive an Educator handbook.
- During the first session of employment, the new employee will be partnered with an experienced educator.
- An induction Checklist will be carried out within the orientation period and signed off by the Nominated Supervisor or Responsible Person.

Staff Meetings

- Staff meet daily during setup/prep time, where all staff are encouraged to bring up any ideas or concerns and to reflect on the program.
- All staff will be required to attend regular OSHC staff meetings which are held on days agreed upon by staff and pupil free days.
- All staff are invited to attend the Dandenong Ranges Network Meeting, once a term, and the Inclusion support meeting, usually once a year. Notes will be taken and communicated to staff that were unable to attend.
- The Nominated Supervisor is also expected to attend OSHC Committee meetings and prepare a report for the School Council meeting. Other staff are welcome to attend the OSHC Committee meeting at any time.

Communication

Communication is a vital component to providing a quality service to families.

- Educators are expected to warmly welcome all children into the program and converse with them throughout the session.
- Educators are expected to welcome families into the program communicating about the daily session and their child's achievements.
- Educators are expected to communicate in a professional and friendly manner to all children, families, and all staff.

Confidentiality

Educators are required to maintain strict confidentiality and not disclose to any unauthorised person any confidential or private information regarding educators, children, or families.

Educators will:

- Read and adhere to the privacy and confidentiality policy at all times.
- Ensuring recording information and photographs of children are kept secure and may be required at any time by the child's parents or guardians.
- Ensure parents/guardian only have access to the files and records of their own children.

- Treat private and confidential information with respect and in a professional manner.
- Do not discuss individual children with people other than the family of that child, except for the purpose of curriculum planning. Communication in other settings must be approved by the family beforehand.
- Information shared with us by the family will be treated as confidential unless told otherwise.
- Maintain individual and program information and store documentation in a safe lockable room.

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

- The service will develop a comprehensive Educator Record (R145).
- Tecoma Primary School OSHC will ensure that a staff record is obtained for each educator and volunteer working in the service.
- 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.
- 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.