



STAFFING POLICY

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Drafted by	Nicole Crook	Approved by Board on	Feb 2019
Responsible person	Nicole Crook	Scheduled review date	Feb 2020

INTRODUCTION

Patersonia strives to be an employer of choice for all staff, both educators and other professionals.

PURPOSE

Patersonia believes that staff are the most valuable asset to the quality of care provided for our young people and that employing and retaining high quality staff is imperative. We employ staff with a high level of skills and experience as well as being a close cultural fit with our organisation. We ensure they are fit and proper for employment in a child safe organisation. We aim to maintain a flexible, harmonious working environment which is inclusive, ensures the rights of employees and positions us as an employer of choice. An orientation process is conducted for all employees to ensure they are aware of the values and practices of Patersonia. Staff receive clear guidelines regarding the expectations for their conduct and are encouraged and supported to further their skills via professional development opportunities. Grievances are addressed quickly and effectively with the highest standards of confidentiality at all times. All staff, volunteers, students and visitors are informed of their expectations and requirements related to safety and the proper care of children. We encourage positive and open communication between all parties.

POLICY

Conditions of Employment

All conditions set down in relevant laws and regulations and the applicable awards will apply to all employees. This includes personal and carers leave, annual leave, breaks, overtime, jury duty, study leave, paternity/maternity leave etc. Management

will ensure they are aware of the appropriate conditions and keep up to date in relation to any changes in the appropriate Award. Staff are encouraged to remain up to date with their appropriate conditions and inform management of any changes.

Staff will be paid fortnightly in arrears by direct deposit into a nominated bank account.

Annual leave will be taken as negotiated with management. Annual Leave when necessary will be rostered to ensure the required staffing levels are maintained at all times. Applications for leave must have 4 weeks prior notice and be approved by management.

Management, based on each individual's request, will determine applications for leave without pay.

Each staff member will complete an Employee details form and supply and their full name, address, date of birth, evidence of any qualifications they hold including first aid and the identifying number of the Working With Vulnerable People Card. Each staff member will sign declarations relevant to their role and the Patersonia Code of Conduct.

Staff Professionalism

All staff will maintain professional behaviour at all times as outlined in Patersonia and industry Codes of Conduct. Early Learning staff will be required to comply with Early Childhood Australia's Code of Ethics (2016). All staff will be required to comply with Patersonia's Code of Conduct.

The Code of Conduct, duty of care and expectations will be discussed in the initial induction process of all new staff.

Staff will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.

Professional behaviour in all areas will be reviewed as part of the ongoing employment of all staff.

Management will immediately address any breach in the professional expectations outlined. All discussions will be recorded and standard of behaviour and expectations clearly explained.

Staff will be made aware of Patersonia's philosophy and policies and will be expected to follow these. Should staff have any concerns with the policies, they are to raise this with management.

Staff will be expected to:

- know, understand and perform their duties as per their job description

- maintain and improve their skills through participation in training and development opportunities. Management will ensure that finances are made available in the budget for training.
- start duties on time
- dress appropriately for their duties
- maintain privacy and confidentiality on staff, client and organisational matters
- use only suitable language that is not offensive to other staff, families and children
- not attend work under the influence of drugs or alcohol
- not attend work when they are unfit to do so due to injury or sickness
- inform Patersonia as soon as possible if they are unable or unfit to work
- know and follow the child protection policies
- refrain from smoking on Patersonia sites or excursion venues, or in the sight of the children. Patersonia is a smoke free zone.
- Refrain from using personal phones during work hours (unless necessary for work or safety purposes).
- Any photos or client contact details stored on staff or business phones should not be used unethically or in breach of any law or in breach of directives given by guardians

The quality of Patersonia's environment is dependent on good staff/parent relationships.

The maintenance of good teamwork will be an expectation outlined in all job descriptions.

All staff will be informed of their responsibilities as a Mandatory Reporter as part of their orientation and induction process. This will involve discussion regarding their current understanding, use of this policy and resources and access to Child Protection training. Information related to sexual grooming will also be provided upon orientation and induction to ensure that staff are fully aware of the signs and limits related to appropriately interacting with children.

Staff first aid requirements are set out in Administration of First Aid Policy.

All staff will be required to participate in Performance Development and have a personal Performance Development Plan as per policy 2.6. Where it is identified that the staff member is not meeting the required performance measures then the following will be undertaken:

- Action plan developed to identify areas for improvement. This will include a time frame for further review.
- Training areas identified and put into place as soon as possible.
- Support and guidance given to the staff to help them through the process and assist them in achieving the required standards.
- A record made of the above, dated and signed by both parties.

Should no improvement be made by the next review then further action will be

taken.

If the staff member is still dissatisfied then they should put their concern in writing asking for the decision to be reviewed or that they wish to pursue the issue further through other avenues. These could include the union or mediation.

Relief staff

Patersonia will employ relief staff on a casual basis to fill short-term vacancies or absences. Management will keep a register of relief staff, which will be maintained and updated regularly. A file recording experience, qualifications, a Prohibited Employment Declaration and current Working with Children Vulnerable People Card details will be kept with the register. Unsuccessful applicants for positions vacant who seem suitable will be asked if they would like to be placed on the relief staff list.

Unless in an emergency, all relief staff will need to have been through an interview, have referees and references checked, and are deemed a fit and proper person to care for the children. When necessary to employ relief staff prior to the checking process being completed, work requirements will be modified to include additional supervision or limiting their direct access to children.

Relief staff will be asked to fill out a casual work agreement before commencement of duties which will include a job description.

There will be, where possible, a modified induction to Patersonia, which will include a tour of Patersonia, introductions to staff, job description for relief staff, code of conduct and copies of relevant policies including this staffing policy. Management will ensure that they are fully aware of their duties and Patersonia's expectations prior to commencement. This includes expectations in regard to confidentiality.

All relief staff will be paid the appropriate wage and minimum hours as outlined for casual staff under the relevant award.

Communication

Staff and Management are to:

- treat each other with respect, courtesy and understanding
- use appropriate language at all times
- raise any issues with management through the Business Manager

Where necessary, staff will be invited to management meetings to discuss their concerns. If staff have an issue they do not wish to address with the Business Manager, they may choose to address another member of management or to personally write to the Board, identifying the problem and asking for help.

Where there is a distinct conflict between a staff member and management, the staff or management member can act on this as per the grievance procedures. A

mediator or union representative can be brought in to discuss any concerns that have not been able to be resolved by the normal procedures.

Staff and Families will:

- create a comfortable and supportive environment for families and strive for open communication and good relations
- will treat each other with respect, courtesy and understanding
- use appropriate language at all times

Staff will:

- not be judgmental towards families and will respect their needs
- accept family's individual differences including how they raise their children and all cultural issues
- ensure families are greeted and farewelled when visiting
- maintain regular, open communication with families. Staff should inform families personally about anything relating to their children as an ongoing process. This could be praise about the child's day or activities, any problems the child might have had in the day, issues of behaviour that may have been a concern and so on.
- regularly talk to families about the child's interests or activities and respond to suggestions from the families
- regularly talk to families about the child's cultural needs and celebrations and respond to these
- ensure that families are fully aware of all lines of communication, and ensure these are followed.
- be aware of their limitations in relation to family's problems and ensure they are referred to the appropriate people when required.

When family members contact Patersonia to see how a child is settling in, staff will provide them with information regarding the child's participation and wellbeing. Conversations will be maintained at a positive level.

Communication with families will be maintained in a variety of ways such as:

- Greeting and fare welling
- Newsletters
- Personal conversations
- Information from management
- Notice boards
- Parent handbooks
- Technology apps

Families and staff are requested to maintain confidentiality at all times.

Staff/Children

Staff and children are to treat each other with respect, courtesy and understanding. Appropriate language is to be maintained at all times.

Staff will:

- respect children's opinions and encourage their participation in the planning of the program and in establishing a code of behaviour for Patersonia
- use appropriate voice tone and level when talking to children. Shouting will be avoided
- be supportive and encouraging and communicate to children in a friendly positive and courteous manner
- greet and farewell children each session
- initiate conversations with all children, and develop an understanding of the child and their interests
- give praise and positive feedback to the children as often as possible
- form friendly and warm relationships with the children in their care
- ensure that they are understood when communicating to children, and will communicate at the child's level
- not threaten or verbally abuse the children in any way.

Children will never be singled out or made to feel inadequate at any time.

Staff to staff

Staff should

- treat each other with respect, courtesy and empathy
- use appropriate language at all times
- work together as a team and be supportive of each other in the workplace
- raise matters of interest or concern to other staff in staff meetings
- read minutes of meetings and to take notice of changes to Patersonia policy and procedures
- read the communication documentation available to keep staff informed in a timely manner
- familiarise themselves with the content of all notices on display
- approach other staff members to discuss potential concerns as a first step. If the matter remains unresolved, then the grievance procedures can be used
- not involve families or other staff in grievances unnecessarily.

Staff: Child Ratios- Early Learning (Age 3-5)

The staff: child ratios as outlined in the National Standards and will be met at all times.

- There will be a maximum of 10 children to 1 staff.
- Ratios on excursions are determined by the risk assessment.
- There will be a maximum of 1 child to 1 adult for swimming.
- There will be a minimum of 2 staff or volunteers present at all times.

When staff are sick or unable to attend work, appropriate relief staff will be employed to meet the standards.

For an emergency or if a staff member becomes sick, a replacement should be obtained where possible before the staff member leaves Patersonia.

If a relief staff member is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers.

Volunteers may be counted on excursions to make up the higher number of staff required, or when temporarily employed. Those under age 18 will not be counted in the staff/child ratio at any time.

Staff: Child Ratios – Primary

There will be no less than one teacher per 18 students in any year.

Patersonia will aim for a best practice ratio of one teacher for every 15 students and one adult mentor for every 10 students.

Specialist Staff Requirements in Early Learning Settings

Nominated Supervisor - Patersonia's Nominated Supervisors will be responsible for Patersonia at all times regardless of their attendance at Patersonia. Nominated supervisors must give written consent to take on the role. Patersonia will display the details of the Nominated Supervisor at the service's main entrance at all times Patersonia is operating. Appointments to the role of Nominated Supervisor will comply with the requirements of the Regulatory Authority.

Nominated supervisors must sign a declaration stating that they are not prohibited. All reasonable steps should be taken to determine that a Nominated Supervisor meets all requirements. References must be checked.

The Regulatory Authority will be notified when a Nominated Supervisor starts, ceases employment or changed role, changes name or contact details or removes consent to be a Nominated Supervisor.

Responsible Person - In the absence of a Nominated Supervisor, a Responsible Person will be selected to be in charge of the daily operation of Patersonia. This person will not adopt the Nominated Supervisor's responsibilities during this time. Patersonia will display the details of the Responsible Person at the service's main entrance at all times Patersonia is operating.

Educational Leader - Patersonia will appoint an Educational Leader with appropriate Early Childhood Teaching Qualifications, and display the name of this person for families should they wish to discuss Patersonia's programming practices.

First Aid - At all times Patersonia is operating, there will be at least one staff who holds a current approved first aid, anaphylaxis and asthma management qualification at each site.

Staff will record their name and the hours they have worked directly with children each time they are working in Patersonia. This record will also include the name of the Responsible Person, the Educational Leader, and the names of any students and visitors.

Other Staffing Related Policies

Please refer to the following policies for further detail in specific areas.

- 1.2.2 Grievance Policy
- 2.2 Recruitment and Selection
- 2.3 Induction
- 2.4 Probation
- 2.5 Volunteer Management
- 2.6 Performance Development
- 2.7 Professional Learning
- 3.2.1 Child Protection Policy

All other staffing issues are covered by this policy.

RESPONSIBILITIES

1. The Board will:

- Regularly review this policy in line with the Policy Review Schedule and any relevant change in legislation or standard practice.

2. The Business Manager will:

- Ensure that the induction process includes training in this policy.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy and undertake actions consistent with it.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to improve the policy.

PROCESSES

The Business Manager will review and change the organisation's procedures to ensure that these are in accordance with the principles expressed in this policy.

Staff and volunteers will follow these procedures.

RELATED DOCUMENTS

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010, 2014, 2017 Update (r46, 54, 82, 83, 84, 118, 136, 146, 147, 148, 149, 150, 151, 168, 170, 173, 176, 181)

National Quality Standards (2.1, 3.1, 4, 5, 6.1, 7)

Child Protection Legislation.

Workplace Health and Safety Legislation.

Early Years Learning Framework

Providing a Child Safe Environment Policy.

Interactions with Children Policy

Governance Policy

Privacy and Confidentiality Policy

Early Childhood Australia's Code of Ethics (2016)

Patersonia Code of Conduct

Grievance Policy

Recruitment and Selection

Induction

Probation

Volunteer Management

Performance Development

Professional Learning

Child Protection Policy