

STAFF RECRUITMENT AND ENTITLEMENTS POLICY



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| Authorisation | DSCC Management Committee |
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| Approved Date | 22 June 2021 |
| Next Review Date (Frequency) | May 2024 (3 years) or sooner as required. Early Child Care Enterprise Agreement |
| Relevant Documents | Staffing Policy Governance and Management of Service Policy Complaints and Grievances Policy |

AUTHORISATION

This policy was reviewed and adopted by the Dawson Street Child Care Co-operative (DSCC), at a committee meeting on the Approved Date defined above.

POLICY STATEMENT

Purpose

This policy will provide guidelines to:

- Ensure all the board, management and staff at Dawson Street Child Care Co-operative (DSCC) are informed about the recruitment and entitlement policies that apply to the centre.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents/guardians and others attending the programs and activities of DSCC.

Values

DSCC is committed to:

- providing accountable and effective staffing and management practices.
- employing educators according to policy and funding requirements.
- complying with current legislation in relation to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*.

- ensuring that there are recruitment and screening practices in place that reduce the risk of child abuse in line with child safe standards introduced on 1 January 2016. (refer Attachment 7)
- supporting the appointment of staff from diverse backgrounds in line with our values, current and future goals and to generate an enthusiastic and secure environment for the children at the Centre.
- employing qualified staff with a range of relevant qualifications and experience to provide a quality educational program which meets the needs of all children and families using the centre and meets the requirements of the Education and Care Services National Law and the Education and Care Services National Regulations 2011– and for funded kindergarten programs, the DHS *Victorian Kindergarten policy, procedures and funding criteria update 2009*.
- encouraging staff development through a quality staff development program that is valued as integral to the Centre’s growth and continued success.
- providing opportunities and time for staff to learn and develop their professional skills.
- ensuring staff are able to achieve a good work/life balance by:
 - encouraging staff to take four weeks annual leave each calendar year, while allowing a carry-over of leave for a maximum of 2 years on a case by case basis.
 - allowing full-time staff to work a nine-day fortnight, ensuring that staff have equity in access to leave provisions.
 - making fair and consistent decisions in relation to leave applications.
 - as far as possible, accommodating the wishes of new parents returning to work.

Background and legislation

BACKGROUND

Research has demonstrated that employing appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children.

For further background information refer to **Attachment 1**.

LEGISLATION AND STANDARDS

- *Commission for Children and Young People Act 2012*
- *Commission for Children and Young People (CCYP) Child Safe Standards 2016:* <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safestandards/>
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011 (NSW)*
- *Education and Care Services National Law Act 2010:* Sections 12, 13, 14, 161, 162, 165, 169
- *Education and Care Services National Regulations 2011:* Regulations 14, 15, 16, 46,

47, 48, 49, 83, 84, 118, 120, 121–123, 125–126, 129–135, 136, 137–143, 145–152, 355, 357, 358, 360–364

- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009*, including the National Employment Standards (NES)
- *Information Privacy Act 2000* (Vic), as amended 2011
- *Long Service Leave Act 2018*
- *National Quality Standard*, Quality Area 4: Staffing Arrangements
 - o Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing
 - Element 4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times
- *Privacy Act 1998* (Cth), as amended 2011
- Professional Childcare Standard 2018
- *Working with Children Act 2005* (Vic)
- *Working with Children Regulations 2006* (Vic)

DEFINITIONS

*For Definitions relating to Leave Entitlements (as per Professional Child Care Standards 2018) – see **Attachment 6***

Actively working towards: An educator who is enrolled in a course for a qualification and provides the Approved Provider with:

- documentary evidence of their commencement in the course,
- their satisfactory progress towards completion of the course and
- ongoing evidence that they are meeting all the requirements to maintain their enrolment.

Educators who are ‘actively working towards’ an approved diploma-level qualification must also hold an approved Certificate III-level education and care qualification or have completed the mandatory units of study in an approved Certificate III-level education and care qualification as determined by the national authority (ACECQA).

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines (National Law 165). Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)

- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Approved first aid qualification: A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au

Criminal history record check: A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to *Sources*), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

Early childhood teacher (ECT): A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: www.acecqa.gov.au

Educator: An individual who provides education and care for children as part of an education and care service.

Educational Leader: The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the *Early Years Learning Framework* and the *Victorian Early Year Learning and Developmental Framework* be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

Fit-and-proper assessment: In determining whether an applicant is fit and proper, a Regulatory Authority must have regard for the applicant's history of compliance, criminal history record check, and any bankruptcy or insolvency issues. The Regulatory Authority may reassess fitness and propriety at any time. Registered teachers and those who hold a current Working with Children Check are considered to be fit-and-proper persons.

The Kindergarten Funding Guide: provides detailed information from the Department of Education and Training (DET) about the types of kindergarten funding available, eligibility criteria, how to apply for funding and how to comply with operational requirements once funding has been granted

Nominated Supervisor: A person who has been nominated by the Approved Provider of the service under Part 3 of the Act can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure the Nominated Supervisor is a fit and proper person with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes or is no longer employed at the service within 14 days.

Police Records Check: A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to *Sources*), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a Criminal history record check or National Police Certificate.

Qualified staff: A staff member who holds a qualification that is acceptable under regulation 60 of the Children's Services Regulations 2009.

Responsible Person: The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person in day-to-day charge of the service in accordance with the National Regulations.

Staff record: A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the WWC Check (Regulations 146–149). A sample staff record is available on the ACECQA website: www.acecqa.gov.au

Victorian Institute of Teaching (VIT): The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All early childhood teachers are required to be registered with the Victorian Institute of Teaching.

Working directly with children: Working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

Working with Children (WWC) Check: The check is a legal requirement under the *Working with Children Check 2005* for those undertaking paid or voluntary child-related work in Victoria. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

As a demonstration of duty of care all parents/guardians and family members who volunteer at DSCC are required to undergo a WWC Check prior to undertaking any volunteer work involving interaction with the children at the centre (eg: assisting with excursions).

PROCEDURES

GENERAL STAFFING GUIDELINES

The Management Committee, along with the Director, is responsible for:

- ensuring that the Centre does not operate without a Nominated Supervisor (refer to *Definitions*), as required under the National Law (refer to *Determining Responsible Person Policy*)
- ensuring that there is a Responsible Person (refer to *Definitions* and *Determining Responsible Person Policy*) on the premises at all times the Centre is in operation
- ensuring that the Nominated Supervisor, Certified Supervisors, educators and all staff comply with the *Staff Conduct Policy* at all times ensuring an early childhood teacher (refer to *Definitions*) is working with the Centre for the required period of time specified in the National Regulations, and that, where required, a record is kept of this work (Regulations 130–134, 152, 362, 363)
- complying with current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*
- determining who will cover the costs of Working with Children Checks or criminal history record checks (refer to *Definitions*)
- reviewing staff qualifications as required under current legislation, funding requirements and as part of an annual staff performance appraisal

The Director is responsible for:

- holding a Supervisor Certificate (refer to *Definitions*)
- providing written consent to accept the role of Nominated Supervisor
- ensuring that, in their absence from the Centre premises, another person with a Supervisor Certificate (a Certified Supervisor – refer to *Definitions*) is placed in day-to-day charge of the Centre (refer to *Determining Responsible Person Policy*)
- ensuring that the name and position of the Responsible Person in charge of the Centre is displayed and easily visible from the main entrance
complying with *Staff Conduct Policy* at all times
- ensuring that children being educated and cared for at the Centre are adequately supervised (refer to *Definitions* and *Supervision of Children Policy*) at all times they are in the care of that Centre (National Law: Section 165(1))
- complying with the legislated educator-to-child ratios at all times (National Law: Sections 169(1) & (3), National Regulations: Regulations 123, 355, 357, 360)

- employing the relevant number of appropriately-qualified educators (refer to *Definitions*). Qualifications must be approved by ACECQA (refer to *Background and Sources*) (Regulations 126, 361)
- ensuring that each educator at the Centre meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record
- employing additional staff, as required, to provide a quality early childhood education and care program
- ensuring that staffing arrangements meet the requirements of the National Law, National Regulations and the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*) at all times the Centre is in operation
- developing rosters in accordance with the availability of Responsible Persons, staff qualifications, hours of operation and the attendance patterns of children
- ensuring that there is at least one educator with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training (refer to *Definitions*) in attendance and immediately available at all times that children are being educated and cared for by the Centre. Details of qualifications and training must be kept on the staff record (Regulations 136, 145)
- appointing an appropriately-qualified and experienced educator to be the Educational Leader (refer to *Definitions*), and ensuring this is documented on the staff record (Regulations 118, 148)
- maintaining a staff record (refer to *Definitions*) in accordance with Regulation 145, including information about the Nominated Supervisor, the Educational Leader, other staff members, volunteers, students and the Responsible Person. Details that must be recorded include qualifications, training and the Working with Children Check (Regulations 146–149).
- complying with the requirements of the *Working with Children Act 2005*, and ensuring that the Nominated Supervisor, Certified Supervisor, educators, staff, volunteers and students on placement at the Centre have a current Working with Children Check (refer to *Definitions*) or a Victorian Institute of Teaching (VIT) certificate of registration
- developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly, and that staff are provided with the opportunity to update their qualifications prior to expiry
- ensuring that staff records (refer to *Definitions*) and a record of educators working directly with children (refer to *Definitions*) are updated annually, as new information is provided or when rostered hours of work are changed (Regulations 145–151)
ensuring that the Nominated Supervisor, educators/staff, volunteers and students on placement at the Centre are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)
- ensuring that the Nominated Supervisor and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws (Regulation 84) (refer to *Child Safe Environment Policy*)

- ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the Centre, and that the health, safety and wellbeing of children at the service is protected (refer to *Participation of Volunteers and Students Policy*)
- ensuring that less experienced educators and others engaged to be working with children are adequately supervised
- ensuring educators who are under 18 years of age are not left to work alone and are adequately supervised
- providing details of their current Working with Children Check or VIT registration for the staff record
- sighting and recording details of current Working with Children Checks or VIT registrations before staff commence at the service
- developing and maintaining a list of casual and relief staff to ensure consistency of service provision
- ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.
- completing a fit-and-proper assessment (refer to *Definitions*) in accordance with the *Education and Care Services National Law Act 2010* (Sections 12, 13, 14) and the *Education and Care Services National Regulations 2011* (Regulations 14, 15, 16). Where the Approved Provider is not an individual, a fit-and-proper assessment must be completed for each person with management or control of a service e.g. for the executive members of a Committee of Management

Certified Supervisors are responsible for:

- holding a Supervisor Certificate (refer to *Definitions*)
- providing written consent to accept the role of Certified Supervisor
- informing the Approved Provider and/or Nominated Supervisor in the event of absence from the Centre due to leave or illness so they can be replaced by another Responsible Person (refer to *Determining Responsible Person Policy*).
- Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.

Certified Supervisors, educators and other staff are responsible for:

- meeting the qualifications, experience and management requirements if they wish to gain a Supervisor Certificate, as defined in the National Regulations (Regulations 46–49)
- complying with the *Staff Conduct Policy* at all times
ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children
- providing details of their current Working with Children Check or VIT registration for the staff record
- renewing their Working with Children Check assessment every five years
- advising the Department of Justice and Community Safety of any relevant change in circumstances, including change of name, address, contact details and change of

employer/volunteer organisation, including changes to the organisation's contact details

- adequately supervising children at all times (refer to *Definitions and Supervision of Children Policy*)
- supervising volunteers/students and parents/guardians at all times to protect the health, safety and wellbeing of children at the Centre (refer to *Participation of Volunteers and Students Policy*)
- maintaining educator-to-child ratios at all times
- maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training
- supervising educators at the Centre who are under 18 years of age, and ensuring that they are not left to work alone
- ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to *Child Safe Environment Policy*).

Parents/guardians, volunteers and students on placement are responsible for:

- reading this *Staff Recruitment and Entitlements Policy*
- complying with the *Code of Conduct Policy - Parents Guardians and Volunteers* at all times
- complying with the law, the requirements of the *Education and Care Services National Regulations 2011*, and all Centre policies and procedures
- following the directions of staff at the Centre at all times to ensure that the health, safety and wellbeing of children is protected.

STAFF RECRUITMENT

Permanent Positions

- The procedures to be observed in making a permanent remunerated appointment are detailed in **Attachment 2**.
- The Director must seek agreement from the Management Committee to commence a process to recruit for a permanent remunerated position.
- All permanent remunerated positions must have a Position Description, with associated terms and conditions.

Subject to agreement with the Management Committee, permanent remunerated positions will be advertised internally in the first instance. Then, if necessary, through relevant networks, websites, local employment services, and newspapers as deemed appropriate to attract suitable applicants.

- All advertisements must be approved by the Director or Assistant Director
- Selection criteria and advertisements will clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities.
 - Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender diverse and LGBTIQ and people with a disability are actively encouraged to apply for positions.

- Basic records of the recruitment process are to be maintained for a period of one year. Such records should include information about position descriptions sent, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.
- Written notice (letter or email) of acknowledgment will be sent to all written applications prior to the short-listing of final suitable applicants.
- Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview will be sent a written rejection notice (letter or email).
- The short-listing is completed by the Director.
- Interviews for Bachelor, Certificate III and Diploma positions are conducted by the Director and Assistant Director.
- Bachelor trained positions may have a committee member present for their interview.
- Team Leaders (Leadership Positions) will undergo in-house application and interview process with Director and Assistant Director annually.
- Applicants will be treated with respect throughout the recruitment process including:
 - Being provided with sufficient information including a Position Description, to make an informed choice of their suitability for the role;
 - Having their personal documentation held in confidence; and
 - Having access to feedback.
- The referees for the most suitable person identified as a result of the merit-based process, shall be contacted to confirm the Panel's assessment. If one of the referees does not provide a positive assessment, references for the next person on the order of merit shall be contacted.
- All qualifications (for example, First Aid, Diplomas, Degrees) need to be verified by the Director.
- All positions are filled on merit basis.
- Prior to commencing employment, all staff responsible for the care or education of children (for example, teachers and assistants), must present a current *Working With Children* check.
- The Director and/or Team Leader should complete an induction checklist, prior to employment to ensure all appropriate documentation has been finalised. See **Attachment 8** for details.
- Once the position has been accepted, a personnel file should be prepared. This file is a comprehensive record of employment, containing past and present information, of any persons employed at DSCC.
- A personnel file is a resource that the relevant members of the Management Committee need as an employer. Separate files should be kept for anyone employed at DSCC. The Director should assemble the Personnel File. See **Attachment 5** for details.
- Each new permanent staff member will be given one day's orientation to learn about the operation of DSCC and will spend time in each of the three rooms. This will take

place on the staff member's first day of employment. On this day, the staff member will not be included in staff-to-child ratios.

Casual Employment

- DSCC uses casual employment where work is to be performed on an ad hoc basis over an undefined period of time.
- These individuals are sought from a pool of relief staff or a professional employment agency with *Working with Children* checks.
- Casual staff members are paid by the hour, receive a loading and can be engaged on a full-time or part-time basis.

Verification of Qualifications

The verification of qualifications is critical to the recruitment process.

The Management Committee – or Director, if nominated by the MC – is responsible for:

- ensuring that all staffing and qualifications meet the requirements of the National Law, National Regulations and the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*) at all times.
- complying with current legislation relating to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*.
- maintaining a staff record, including qualifications and training (including first aid qualifications and the *Working with Children Check*).
- The DSCC Management Committee has determined that it will cover the costs of renewing *Working with Children Checks* for permanent staff of DSCC.

The Director is responsible for:

- Employing staff that hold a qualification assessed as equivalent to those included in the *Schedule of Early Childhood Qualifications – Education and Care Services National Law and the Education and Care Services National Regulations 2011*
- In funded kindergarten programs, employing qualified staff who meet the requirements of the DHS *Victorian Kindergarten policy, procedures and funding criteria update 2009*.
- Referring applicants with overseas and interstate qualifications not included on the schedule of recognised qualifications, for assessment by ECA for suitability.
- Ensuring that a *Working with Children Check* is considered by the licensee representative, primary nominee or nominee, before staff commence work at the centre (regulation 69).
- Ensuring a certified copy of qualifications for each staff member is kept in the staff records (refer to regulation 38(2)(b)).

Emergency relief teachers – funded kindergarten program

If a teacher with an approved early childhood teaching qualification cannot be found, the Management Committee will contact the DHS regional office and inform whether it has:

- Cancelled the session; or

- Engaged a qualified person, in accordance with the Regulations; or
- Engaged a person with a primary teaching qualification in accordance with the qualified staff exemption in emergency periods (*DHS Children's Services Guide, Practice Note*).

A sign will be displayed in the main entrance informing parents/guardians that the kindergarten program will not operate but a qualified person has been employed which meets the requirements of the *Education and Care Services National Law* and the *Education and Care Services National Regulations 2011*.

STAFF DEVELOPMENT

Responsibilities for staff development

The centre recognises that responsibility for performance and development lies with the individual employee, the Director and the Management Committee.

The **Management Committee's** responsibility is to ensure the effective provision and distribution of resources to support staff development.

The responsibilities of the **Director or Assistant Director** are to:

- ensure equity in the management of staff development.
- discuss development needs with individual employees.
- provide feedback on performance and potential for career development.

The **individual employee's** responsibilities are to:

- take ultimate responsibility for their career.
- seek and use opportunities for development and learning.
- develop training and development goals that meet the centre's and individual needs, in consultation with the Director/Assistant Director.

Working as a Team

It is the responsibility of the Director/Assistant Director and the Team Leaders to facilitate effective teamwork, in order to achieve the Centre's objectives.

It is expected that each staff member will work co-operatively and professionally towards these goals.

Multi-skilling

- As many staff as possible will be given the opportunity to experience each of the three rooms operating at the Centre. This will be achieved by rotating staff at the beginning of each calendar year.
- Individual needs and requests will be considered when rotation occurs, but the final decision will be made by the Director and should not hinder other staff members from the opportunity to develop their skills and knowledge.
- The Director/Assistant Director will ensure that staff development day and other programming sessions maximise the exchange of knowledge, ideas and experiences amongst staff and that efforts are made to invite outside professionals, where necessary or desirable, to further support staff development.

Training

- The Management Committee via the Director is responsible for ensuring the development of staff members.
- All staff shall have the opportunity to develop their skills and knowledge through the provision of training opportunities, whether this is in the form of external training courses, internal in-service sessions, visits to other centres or other possibilities.
- Training to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse is provided to staff.
- The Director/Assistant Director shall make available information about relevant training sessions and encourage staff to attend.
- The Centre will be closed for two days every year to allow staff to have a training and development day, organised by the Director.
- The Management Committee will ensure that provision is made at the start of each financial year for Relief Staff to allow staff to attend external training sessions during the year. The Management Committee will ensure a budget is kept for staff training and development.
- The Director and Management Committee will ensure staff members are supported in their efforts to undertake further training and qualifications, through various options as suitable to the relevant training. These may be extra study time or planning time; providing mentors; being given the opportunity to take placements in various rooms or other possibilities as discussed and approved between the Management Committee and Director.
- In the interests of maintaining the highest possible standards, employees should consult with the Director before undertaking further study, for advice on which institutions offer the best courses. This will be taken into account when provision for study leave is granted. No planning or study time during work hours is guaranteed.

Linking Centre Policies with Staff Development

- The Management Committee is responsible for communicating clearly to staff the policies and practices that they have adopted as the preferred means of Centre operations.
- The Director shall ensure that the policies of the Centre are understood and implemented by staff. This means that staff will be able to verbalise and demonstrate how Centre policies are being implemented through their activities and programs.
- Staff, either independently or via the Director, shall report to the Management Committee on how they are implementing the Centre's policies.

First Aid Certification

- All child care staff (that is, staff who are part of the staff/child ratio) are required to hold a current First Aid Certificate including relief child care workers. The centre will ensure that there is one current First Aid Certified staff member on premises at all times.
- The cost of maintaining the certificate is at the Centre's expense for both permanent staff and those relief staff who have worked on a regular basis for

DSCC in excess of 12 months. As First Aid Certification is a transferable skill, staff will not be reimbursed for time taken after-hours to complete certification or undertake skills maintenance.

- For relief staff who have worked at the centre for less than 12 months, first aid certification and maintenance needs to be undertaken at the expense of the individual.
- The centre is also required to have a first aid officer for staff injuries. The Director fulfills this role. In the absence of the Director, injuries can be tended to by the most senior qualified staff member on the premises.

Staff Leave

Responsibilities

The Management Committee is responsible for:

- Providing policy and procedures in relation to the management of leave applications based on the Professional Childcare Standard 2018 and *Long Service Leave Act 1992* (Vic). See Attachment 6.
- Making consistent and timely decisions on leave applications.
- Actioning complaints in a timely manner.
- Reviewing the policy and procedures on a regular basis.

The Director/Assistant Director is responsible for:

- Making consistent and timely decisions on leave applications.
- Ensuring that applications for Leave without Pay will be considered in those situations where the applicant has a continuous length of service greater than 12 months.
- Monitoring leave balances including Annual Leave and Time in Lieu, in order to encourage staff to take periodic leave to ensure staff wellbeing.
- Considering whether to direct a staff member to take Annual Leave in circumstances where the leave balance exceeds ~~four~~ eight weeks.

Staff members are responsible for:

- Understanding the content of this policy as it relates to leave and procedures
- Providing the Director/Assistant Director with applications for leave allowing reasonable time for consideration by the Management Committee where appropriate.
- In the absence of extenuating circumstances (death, illness etc.) staff should allow:
 - one month's notice for leave applications two weeks or less
 - two months' notice for leave applications two weeks or more.
- Providing medical certificates or other evidence where required.
- Providing the Management Committee with feedback on the application of the policy either directly via the Director or Staff Liaison Officer or via staff surveys.
- Taking RDOs when rostered

DSCC In-Services / Staff Meetings / Management Committee Meetings

In those situations where staff are required to attend in services or meetings at the Centre within normal hours of operation (ie Monday to Friday 5AM to 6PM), and attendance does not result in hours in excess of weekly rostered full time hours, no overtime will be allowed.

Where staff are required to attend the Centre outside normal hours of operation (ie Saturdays, Monday-Friday after 6pm), overtime can be paid at the award rates, unless otherwise stated in the employee's individual agreement.

Leave without Pay (LWOP)

The Management Committee will consider applications for leave without pay (LWOP) on a case by case basis for members of staff with a continuous length of service greater than 12 months.

The Management Committee will consider:

- applications for LWOP (potentially being utilised in conjunction with other forms of leave) from an applicant - once every 2 years.
- the operational efficiency of the Centre in allowing applications for LWOP to proceed.
- equity and fairness in granting LWOP provisions, as there may be a number of staff applying for leave of this type on or around the same dates.

Annual Leave (excluding Kindergarten Teachers)

Annual leave applications are to be addressed to the Director/Assistant Director. All applications will be considered in accordance with fairness and equity principles.

The Management Committee will allow a maximum of two weeks Annual Leave to carry over into the following year.

In special circumstances, and in an effort to assist employees to balance their work and family commitments, a staff member may elect and with the consent of the employer:

- accrue and carry forward any amount of annual leave for a maximum of 2 years from the date the employee becomes entitled to the leave.
- take annual leave in single days, up to a maximum of 10 single days in any year.

In situations where excess Annual Leave has been accrued, the Management Committee may direct staff members to use Annual Leave from a specific date.

If an employee makes a request for leave, DSCC will not refuse the request unless there are reasonable business grounds to do so. Some of the issues that will inform this decision include:

- there is no capacity to change the working arrangements of other employees to accommodate the employee taking leave at the requested time;
- it is impractical to change the working arrangements of other employees, or recruit new employees to accommodate the employee taking leave at the requested time;
- the leave requested by the employee is likely to result in a significant loss in efficiency or productivity;

- the leave requested by the employee is likely to have a significant negative impact on customer service (i.e. the quality and consistency of care)

Because DSCC is constrained by minimum staffing ratio, it can be difficult to accept leave requests where multiple staff seek the same period of leave, or where limited notice is given.

Process for requesting leave:

1. a minimum period of one month notice is required for annual leave applications.
2. fill in a leave request form and submit this form to the Director or Assistant Director

Kindergarten Teacher Leave are outline in their individual contract and are required take leave during school holiday period. Additional flexi days request by teachers will need to follow the procedure similarly to other employees. Considerations are decided by Director in discretion when leave apply on either side of Public Holiday.

Annual Close Down Period

DSCC is closed for two weeks over Christmas.

The Management Committee will advise by October each year the precise dates for closure. This issue is covered by CI 18.5 of the Professional Childcare Standard 2018.

Staff will access paid Annual Leave during this period. In addition to this, 17.5% Annual Leave Loading will also be paid when staff members are taking Annual Leave.

Leave Allowed before the Due Date

Where staff members have not yet worked for DSCC for 12 months, the Management Committee may permit the staff member to use Annual Leave before the entitlement is due (i.e. during the period of the Christmas period closure), but the staff member will need to complete a further 12 months service before further Annual Leave can be granted.

If a staff member leaves before the 12 month period has expired, the Management Committee may deduct an amount from the payment on termination, to cover the Annual Leave taken but not yet accrued (refer relevant provision in Professional Childcare Standard 2012).

Personal Leave

Personal Leave (incorporating sick leave and carers leave) can be accumulated from year to year and taken in accordance with the Professional Childcare Standard 2018 conditions.

However, it should be noted that on termination of employment, any outstanding personal leave credit balances will not be paid out.

In accordance with the Professional Childcare Standard 2018, staff are entitled to up to three single days personal leave (because of illness) during the year without a medical certificate.

Maternity/Parental Leave

The Management Committee is responsible for:

- Providing 52 weeks maternity/parental leave, including eight weeks' paid leave for employees who are the primary carer and who have served twelve continuous months at the Centre.

- Providing 78 weeks maternity/parental leave for kindergarten teachers, including eight weeks' paid leave for employees who are the primary carer and who have served twelve continuous months at the Centre.
- Ensuring employees can return to their original role or a role equal in status and salary.
- Formally considering every employee's request to return to a different role, or the same role with different hours (see Attachment 7).
- Agreeing to part time work for any returning parent, where it does not interfere with the operation of the Centre (see Attachment 7).
- Formally considering an employee's request to extend their maternity/parental leave by another 52 weeks.
- Nominating a representative to meet any employee, along with the Director/Assistant Director, to negotiate return to work if needed.
- Offering care to staff members' children on the days they work, where possible.
- Permitting a staff member to use unused Annual Leave or Long Service Leave in combination with Parental Leave (i.e. up to 52 weeks unpaid leave).
- In accordance with the provisions of CI 25.8 of the Professional Childcare Standard 2018, a staff member entitled to parental leave pursuant to CI 25.4 may request:
 - to extend the period of simultaneous parental leave up to a maximum of eight weeks (CI 25.8.1.1);
 - to extend the period of unpaid parental leave by a further continuous period of leave not exceeding 12 months (CI 25.8.1.2);
 - to return from a period of parental leave on a part-time basis until the child reaches school age.
- Any requests by a staff member and subsequent decisions of the Management Committee under these provisions must be recorded in writing.
- The Management Committee will consider the request in accordance with the provisions of CI 24.8.3 of the Professional Childcare Standard 2018.

The Director/Assistant Director is responsible for:

- Meeting with an employee and a member of the Management Committee to negotiate the conditions of the employee's return to work, if necessary.
- Placing returning staff members on the internal waiting list for care for their children as soon as possible.

Staff are responsible for:

- Notifying the Director/Assistant Director and Management Committee in writing of their due date as soon as possible, but not less than 10 weeks before their due date. This should be in the form of a letter from a doctor or medical practitioner.
- Notifying the Director/ Assistant Director and Management Committee in writing as soon as possible of when they wish to begin maternity/parental leave, but not less than four weeks before that date.

- Notifying the Director/ Assistant Director and Management Committee in writing as soon as possible of when they wish to return from maternity/parental leave, but at least four weeks before the intended date of return.
- Notifying the Director/ Assistant Director and Management Committee in writing as soon as possible, but at least seven weeks before the intended date of return if they wish to return to a different role or with different hours.
- Notifying the Director/ Assistant Director and Management Committee in writing as soon as possible, but at least four weeks before the intended date of return if they wish to extend or reduce their maternity/parental leave. This date can be changed once only.
- Meeting with the Director/ Assistant Director and a Management Committee member to negotiate the conditions of a return to work if needed.

Infectious Diseases Leave

Infectious Diseases leave is granted in those situations where a staff member has contracted an illness from the workplace (as set out in **Attachment 6**).

Study Leave

The Management Committee will consider applications for study leave associated with courses of study linked to provision of childcare services on a case-by-case basis.

Consideration will also be given to the operational needs of the centre.

Paid leave to attend exams in connection with these courses of study will also be approved in accordance with the Leave to Attend Examinations provisions – 28.1 of the Professional Childcare Standard 2018. (see **Attachment 6**).

Rostered Days Off (RDO)

Each full-time staff member will be rostered one day off a fortnight (except Kindergarten Teacher). Staff are required to seek the approval of the Director/ Assistant Director before swapping an RDO with another staff member.

Long Service Leave

Long service leave accrues in accordance with the *Long Service Leave Act 2018* (Vic). Employees are entitled to take Long Service Leave after 7 years continuous employment. Long service leave can be taken for periods of one day or more at a time, subject to leave request procedure outline in 7.4.4.

In order to minimise the inconvenience to the Centre, and to ensure that staff requests can be accommodated as much as possible, it is expected that staff will make any long service leave requests with at least 1 months' notice.

Requests made outside this timeframe will be considered, but staff should note that it will be significantly more difficult to accept such requests.

DSCC may direct staff to take long service leave, in order to manage the accrued long service leave liability, as well as to plan for staffing and ensure the smooth running of the Centre.

- Where DSCC is considering making such a direction, the staff member will first be consulted and asked to make a request for long service leave within a reasonable time.
- Only if this consultation does not result in voluntary use of long service leave will a direction be given.
- In that event, the staff member will be given at least 12 weeks' notice and will be given information about their right to dispute the direction.

RELATED DOCUMENTS AND RESOURCES

INTERNAL

- Illness, Infectious Disease & Emergency Care Policy
- Staff Conduct Policy
- Behaviour Guidance & Interactions with Children Policy
- Supervision of Children Policy
- Inclusion and Equity Policy
- Occupational Health & Safety Policy
- Privacy and Confidentiality Policy
- Child Safe Environment Policy
- Curriculum Development Policy
- Anaphylaxis Policy
- Asthma Policy
- Code of Conduct Policy Parents Guardians and Volunteers
- Complaints and Grievances Policy
- Dealing with Medical Conditions Policy
- Determining Responsible Person Policy
- Emergency Management and Evacuation Policy
- Excursions and Service Events Policy
- IT Use Policy
- Participation of Volunteers and Students
- Water Safety Policy

EXTERNAL

- Australian Children's Education and Care Quality Authority (ACECQA) - www.acecqa.gov.au
 - National Early Years Learning Framework - <https://www.education.gov.au/early-yearslearning-framework>
 - Victorian Early Years Learning and Development Framework - www.education.vic.gov.au/earlylearning/default.htm
 - Victorian kindergarten policy, procedures and funding criteria - <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
 - Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check - www.justice.vic.gov.au/workingwithchildren/
 - Victoria Police – National Police Record Check - www.police.vic.gov.au/content.asp?Document_ID=274
 - Community Child Care Association - <http://www.cccinc.org.au/>
 - Department of Education and Training <http://www.education.vic.gov.au/Pages/default.aspx>
 - Fair Work Australia - www.fwa.gov.au
 - DHS *Children's Services Guide* - http://www.dhs.vic.gov.au/__data/assets/pdf_file/0008/587564/Childrens-servicesguide.pdf Recruitment guidelines and policies (*KPV Employer Management Manual 2006*).
 - List of approved qualifications is located at - www.dhs.vic.gov.au/qualifications
 - List of approved early childhood teacher qualifications is located at - www.dhs.vic.gov.au/earlychildhood
 - AW780883CRV - Early Childhood Teachers Interim Award 1999
 - LHMU and VCSA Children's Centre Victoria MBA 2007
- **VICTORIAN EQUAL OPPORTUNITY & HUMAN RIGHTS COMMISSION**
Level 3, 204 Lygon Street, Carlton 3053
Enquiry Line [1300 292 153](tel:1300292153)
General Line [1300 891 848](tel:1300891848)
Fax [1300 891 858](tel:1300891858)
Email information@veohrc.vic.gov.au
Website www.humanrightscommission.vic.gov.au
 - **FAIR WORK AUSTRALIA**
Fair Work Infoline: 13 13 94
Fair Work Ombudsman
Level 4, 11 Exhibition Street, MELBOURNE VIC 3000
Website www.fairwork.gov.au

EVALUATION

In order to assess whether the policy has achieved the values and purposes the Management Committee will:

- if appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the annual staff survey
- take into account feedback from staff regarding the policy
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

| Date Reviewed | Details of Changes (if any) | Date of Next Review |
|---------------|--|---------------------|
| May 2021 | Updates to maternity leave, kinder leave and leadership positions | May 2024 |
| November 2017 | Minor updates | November 2018 |
| October 2016 | Updated legislative references, relevant definitions and links to other resources. Incorporated recruitment practices in line with new Child Safe Standards 2016. | October 2017 |
| October 2015 | Consolidated a number of staffing policies to create the new Staff Recruitment and Entitlements Policy. Replaces the following policies: Staffing, Qualified Staff, Staff Recruitment, Staff Development, Staff Leave, Maternity/Parental Leave | October 2016 |
| December 2012 | Updated legislative references, relevant definitions and links to other resources | August 2014 |

| | | |
|----------------|--|-------------|
| September 2010 | Extended review date to every two years | August 2012 |
| September 2009 | Reference to new Children's Services Regulations 2009, and new MECA Agreement 2009 | August 2010 |
| July 2008 | Addition of one day's orientation for new staff members | August 2009 |
| April 2008 | Insertion of requirement of new staff to have a Working with Children accreditation | August 2009 |
| August 2007 | Initial DSCC policy based on 2004 DSCC Policy & Operations Manual, staff consultation, Management Committee discussions & KPV Kinderworx 2006 information. | August 2009 |

ATTACHMENT 1 – BACKGROUND INFORMATION

Research has demonstrated that employing appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children.

“Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children.” (Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011).

The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*Victorian kindergarten policy, procedures and funding criteria – refer to Sources*).

A current list of approved qualifications is available on the Australian Children’s Education and Care Quality Authority (ACECQA) website (refer to *Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator. Application forms are available on the ACECQA website and a fee is required for processing an application.

In addition, current legislation requires at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service.

These qualifications must be updated as required, and details of qualifications must be kept on an individual’s staff record. As a demonstration of duty of care and best practice, KPV recommends **all educators** have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

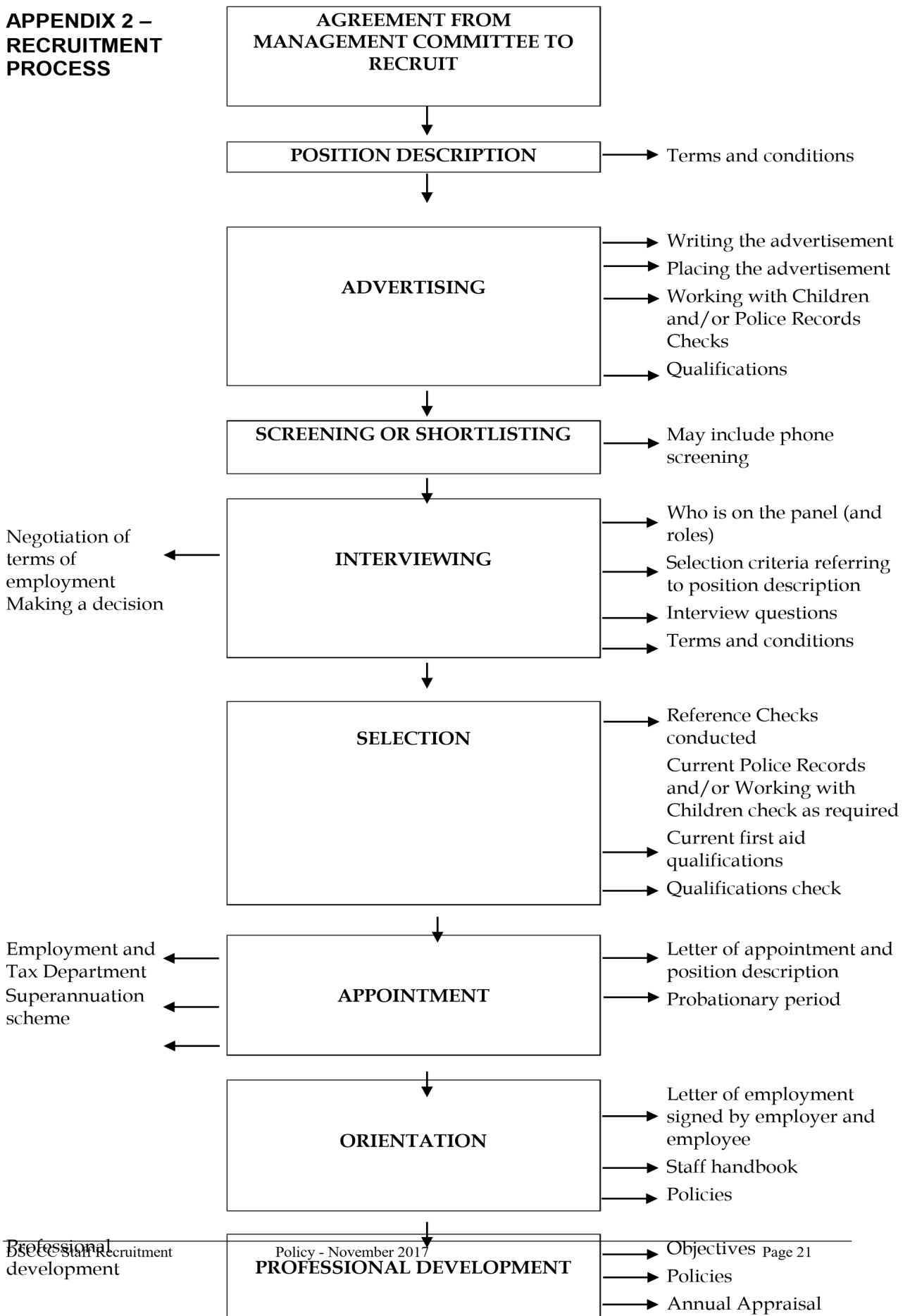
It is essential that all educators and other adults engaged to work directly with children are provided with opportunities to learn and develop new skills in relation to supporting the learning and development of young children. Such opportunities can arise when more qualified and experienced educators offer guidance and feedback to other educators.

Opportunities for professional development are also crucial for all educators to ensure that their work practice remains current and relevant to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (refer to *Sources*).

Staff are required to actively supervise children at all times when children are in attendance at the service (refer to *Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, and these ratios are based on the ages and number of children at the service. Only those educators working directly with children (refer to *Definitions*) can be counted in the ratio.

To ensure that children are protected from harm while participating in service programs, all educators and staff are required by law to have and maintain a Working with Children (WWC) Check or a criminal history record check (refer to *Definitions* and *Sources*). This also applies to volunteers and students unless they are working under the direct supervision of an educator who is over 18 years of age and holds, or is actively working towards (refer to *Definitions*), an approved diploma-level education and care qualification (Regulation 358).

**APPENDIX 2 –
RECRUITMENT
PROCESS**



- **ATTACHMENT 3 PERSONNEL FILES**

This attachment provides information of what should be included in the personnel files of employees: *Document Checklist for Employee Personnel File*

- *Employee Data Form + CV or Job Application*
- *Working With Children Check*
- *Probation Interview/Letter of acceptance*
- *Certified copies of qualifications*

Frequently Asked Questions

What is a personnel file?

A personnel file is a comprehensive record of employment, containing past and present information, of any persons employed at DSCC. A personnel file is a resource that DSCC may utilise as an employer. Separate files are kept for DSCC employees (including emergency and relief staff).

Who should have a personnel file?

All DSCC staff have a personnel file, including any person who is employed or appointed to work at DSCC (whether or not the person cares for or educates children).

CONFIDENTIALITY

As the personnel files contain personal information, including health information, the DSCC Privacy Policy applies to the information in these files. The information contained in personnel file should only be accessed by authorised members of the Management Committee and the Director of DSCC.

Why is it important to maintain a personnel file?

When a new member of the Management Committee commences, they will often have little or no knowledge of an employee's employment history. As necessary, a personnel file will provide all relevant information a member of the Management Committee may need about an employee, for example, salaries, rates of pay, sick leave, long service leave, letter of appointment, award entitlements and copies of qualifications (if relevant).

As the composition of the Management Committee often changes annually, and requires information regarding employees, it is important to keep files, and keep them constantly updated.

Pursuant to the *Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011 (NSW)*, DSCC is required to maintain staff records.

Remember: Personnel files are highly confidential, must be stored in a secure location and should not be removed from the centre.

- The payroll officer may wish to copy information (salary record) for payment of salaries.
All records must be in a legible form.
- Computerised information should have 'security' software installed to prevent unauthorised access (ensuring confidentiality), should the computer leave the centre, for example, a lap top computer shared among committee and staff

members. Otherwise information should be stored on portable hard drive and filed in a secure place.

- When any changes are made to an employee's conditions of employment, all information should be recorded and dated and a copy placed on their personnel file.

ATTACHMENT 4 – DEFINITIONS RELATING TO LEAVE ENTITLEMENTS – AS PER PROFESSIONAL CHILD CARE STANDARDS 2018

Annual Leave – Professional Childcare Standard 2018 CI 18.1.1. Employees (other than casual employees) shall be entitled to annual leave on full pay for a period equal to four working weeks for each continuous twelve months' service with an employer. An employee who meets the definition of shift worker in the Children's Services Award 2010 shall be entitled to a period equal to five working weeks for each continuous twelve months service. Annual leave will accrue progressively in accordance with the National Employment Standards.

Continuous Service – Professional Childcare Standard 2018 CI 8.2 sets out a definition of continuous service.

In-Services or Professional Development - a period of time set aside for professional development of staff as a team.

Leave to attend examinations - Professional Childcare Standard 2018 CI 28.1. Employees shall be granted leave with full pay in order to travel to and attend child care examinations relevant to this clause and approved by the education institution. Provided that when an afternoon examination is scheduled an employee shall be allowed the morning for the examination study if so required by the employee.

Compassionate Leave – Professional Childcare Standard 2018 CI 20.1.1. An employee shall, on the death of a member of his/her immediate family or household, or where a member of his/her immediate family or household has a personal illness or injury that poses a serious threat to his or her life be entitled on notice to leave up to and including the day of the funeral of such relation/s, and such leave shall be without deduction of pay for a period not exceeding the number of hours worked by the employee in five (5) ordinary days' work. Additional time on leave without pay may be approved by the Director.

Ordinary Overtime – Professional Childcare Standard 2018 CI 15.1. Subject to clause 14.3, all work performed in excess of or outside the ordinary working hours prescribed by this agreement shall be paid for at the rate of time and a half for the first two hours on any day and at the rate of double time thereafter, such double time to continue until the completion of the overtime work.

Overtime on Saturday - Professional Childcare Standard 2018 CI 15.3. An employee required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at time and a half except where such overtime is continuous with overtime or work commenced on the previous day or completed the following day. Provided that where work continues over two days the minimum payment shall be for three hours at the appropriate rate.

Compulsory Overtime - Professional Childcare Standard 2018 CI 15.4 Where an employee, following the completion of ordinary hours of duty, is called back to duty for the purpose of attending management committee meetings, staff/parent meetings or similar, or where the employee is requested in writing by the community children's centre to attend in-service training outside normal hours, in lieu of receiving overtime payments, such employee may take paid time off, subject to the following:

15.4.2.2 Where such accrued time has not been taken within the 28 day period, such time shall be paid in accordance with this clause at the rate of pay which applied on the day the overtime was worked.

15.4.3 For the purpose of this clause, in accruing or calculating payment of overtime, each period of overtime shall stand alone.”

Time in Lieu - paid leave from the workplace as a result of completing additional hours of work over and above the normal weekly requirements.

Parental Leave - Professional Childcare Standard 2018 CI 25 stipulates how maternity leave, paternity and adoption leave will apply.

The basic parental leave entitlement is covered at:

25.4 After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.

DSCC provides 4 weeks paid parental leave, which will be the first four weeks of the parental leave period. In addition, DSCC provides a return-to-work bonus equivalent to four weeks' ordinary pay, to be paid after the employee has returned to work and completed 6 months continuous service following a period of parental leave.

The Management Committee may in their sole discretion agree to pay the return-to-work bonus prior to the completion of the required period of service. Staff may request early payment in writing to the Director, indicating any special circumstances (such as difficulty meeting the up-front costs of child care prior to returning to work).

Personal Leave – Professional Childcare Standard 2018 - CI 19 stipulates how Personal Leave shall operate.

Paid personal leave is available to an employee, other than a casual employee, when they are absent:

- due to personal illness or injury – CI 19.1.1 (sick leave);
- for the purposes of caring for an immediate family or household member who requires the employee's care and support or who requires care due to an unexpected emergency – CI 19.2.1 (carer's leave)

19.1.1 Sick leave – In the event of an employee (other than a casual employee) becoming sick and unfit for duty he/she shall be entitled to 15 days sick leave on full pay each year.

19.2 Carer's leave – an employee (other than a casual employee) shall be entitled to use up to 76 hours of their sick leave entitlement as carer's leave in accordance with the provisions of the sub clause.

19.4 Caring responsibilities for casual employees

Professional Childcare Standard 2018 CI 19.4 sets out the entitlement of casual employees to not be available to attend work, or to leave work:

- If they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency or the birth of a child or
- upon the death in Australia of an immediate family or household member

Jury Service Leave - Professional Childcare Standard 2018 - CI 27 stipulates how leave for Jury Service Leave will operate.

27.1. An employee required to appear and serve as a juror in any court shall be granted leave with pay for the period during which attendance at court is required, less any amount received from the court by way of fee for attendance.

An employee shall notify DSCC as possible of the date upon which they are required to attend for jury service. Further, the employee shall give DSCC proof of their attendance, the duration of such attendance and the amount received in respect of such jury service.

Infectious Disease Leave - Professional Childcare Standard 2018 - CI 21 stipulates how leave related to contraction of infectious diseases will operate.

21.1.1 Employees who contract, or believe they have contracted, one of the infectious diseases listed in this clause must as soon as possible notify their employer.

21.1.2 Employees (other than a casual employee) who contract an infectious disease through a contact in the area of employment shall be entitled to infectious diseases leave in accordance with the following scale:

| Disease | Leave with pay |
|--------------------------|------------------------------------|
| Chicken pox (Varicella) | 5 working days |
| German measles (Rubella) | 5 working days |
| Hepatitis | As decided by medical practitioner |
| Influenza | 5 working days |
| Measles (Morbilli) | 10 working days |
| Mumps | 10 working days |
| Rheumatic fever | As decided by medical practitioner |
| Scarlet fever | 10 working days |
| Whooping cough | 10 working days |

21.1.3 A duly signed certificate by a qualified medical practitioner must accompany any application for leave with pay under the provisions of this sub clause. In cases where employees contract influenza, the medical certificate must state the word "influenza" in full, and that the pathology result is present.

Long Service Leave – Cl 26. Conditions are outlined in the *Long Service Leave Act 2018* (Vic)

Rostered Day Off – each full time employee (except Kindergarten Teachers) will be allowed one Rostered Day Off for every nine days worked, not including leave. This will amount to 24 RDOs each year.

Family and Domestic Violence Leave — Professional Care Standard 2018, cl 20 stipulates that all employees other than casuals are entitled to 10 days' paid leave and 10 days' unpaid leave to deal with family and domestic violence (as defined in the Standard); and casual employees are entitled to 20 days' unpaid leave to deal with family and domestic violence (as defined in the Standard).

- **ATTACHMENT 5 – FLEXIBLE ARRANGEMENTS – THE PROCESS EXPLAINED**

What happens when a request for flexible arrangements is made?

1. An employee asks DSCC (Director and Management Committee) to change their work arrangements so they can better manage their parental or carer responsibilities.
2. DSCC considers the request and any information relevant to it, such as the likely effect on the employee's work, their co-workers, and the business.
3. DSCC and employee meet to discuss the request.
4. If the request is not possible, alternative work arrangements that may help the employee balance work and family responsibilities are also discussed.
5. DSCC consults with employees likely to be affected by the proposed changes.
6. The request is either agreed and DSCC puts the agreement in writing, including the duration of the new arrangement and dates and process for review or it is refused and DSCC explains decision, giving reasons.
7. Request is trialed. DSCC will consider a trial period if there are any doubts about the new arrangement.
8. DSCC puts in place a process to ensure the employee is included in all workplace communications, consultation processes and social activities, training or staff meetings where possible.
9. DSCC informs co-workers of any changes to work arrangements and develops strategies to integrate any changes in workflow.
10. DSCC and employee meet regularly to review how the work arrangement is operating for all in the workplace.

ATTACHMENT 6 - USEFUL WEBSITES:

| Website | Website address |
|--|---|
| Australian Education Union (Victoria) | www.aeuvic.asn.au |
| Australian Industrial Relations Commission | www.airc.gov.au |
| Australian Taxation Office | www.ato.gov.au |
| Centre for Community Child Health | www.rch.org.au/ccch |
| Centre for Excellence in Child and Family Welfare Inc. | https://www.cfecfw.asn.au/ |
| Child Safe Standards | http://www.cryp.vic.gov.au/child-safestandards/index.htm |
| Choice of superannuation fund | https://www.ato.gov.au/Forms/Superannuation%28super%29-standard-choice-form/ |
| Commonwealth legislation | www.austlii.edu.au or www.comlaw.gov.au |
| Community Child Care Association | https://www.cccinc.org.au/ |
| Consumer Affairs Victoria | www.consumer.vic.gov.au |
| Department of Education and Training (Commonwealth) | http://www.education.vic.gov.au |
| Department of Employment (Commonwealth) | https://www.employment.gov.au/workplacerelements |
| Department of Human Services | www.dhs.vic.gov.au |
| Early Childhood Australia | www.earlychildhoodaustralia.org.au |
| Industrial relations (Business Victoria) | www.irv.vic.gov.au |

| | |
|---|---|
| Early Childhood Education Foundation | https://elaa.org.au/ |
| Lady Gowrie Child Centre | https://gowrievictoria.org.au/ |
| Our Community | www.ourcommunity.com.au |
| Privacy Victoria | https://www.vic.gov.au/privacy.html |
| Standards Australia | www.standards.com.au |
| Victorian Employers' Chamber of Commerce and Industry | www.vecci.org.au |
| Victoria Police | www.police.vic.gov.au |
| Victorian WorkCover Authority | www.workcover.vic.gov.au |

- **ATTACHMENT 7**

Child Safe Standards Resources from Department of Human Services -
<http://providers.dhhs.vic.gov.au/child-safe-standards>

A Guide for Creating a Child Safe Organisation -
<https://ccyp.vic.gov.au/assets/Uploads/A-guide-for-creating-a-child-safe-organisationv3.0.pdf>

ATTACHMENT 8

Staff Induction Checklist

Employee Name: _____ Commencement Date: _____

Employer Name: _____ Induction Date: _____

| CONTENT | POINTS TO BE COVERED | INSTRUCTIONS/ RESOURCES REQUIRED | EMPLOYEE SIGN | EMPLOYER SIGN |
|---|--|---|------------------|------------------|
| STAFF DETAILS | | | | |
| Employee Details | Personal contact details Emergency contact details Immunisation details Allergy details | Staff record sheet | | |
| | Tax Declaration Form Choice of Funds Bank details – explanations of pay period cycle | Form to be filled in. | | |
| | Qualification certificate WWCC- sighted and copied First Aid Certificate | Documents to be sighted and copied | | |
| Hours of Work | Roster Breaks/meal breaks Overtime Time sheets | Award requirements Time sheet folder | | |
| POLICIES AND PROCEDURES | | | | |
| Code of Ethics Centre Philosophy Staff Handbook Staff Noticeboard and Information | Where they are kept | Show where items are displayed | | |
| OH & S | OH&S Officer Where to find information Practical Suggestions-see info | Policy and Procedures manual Staff room | | |

| | | | | |
|---|---|--|--|--|
| | Where to find accident/injury register | | | |
| Centre policies and procedures | Where to find information | Policy and Procedures manual Centre website www.dawsonstreetcc.org.au | | |
| National Standards | Current Centre Happenings | Quality improvement plan | | |
| Emergency Procedures | Evacuation Procedures | Fire Exits Map Procedures Information Emergency contact Numbers | | |
| Procedures for opening and closing the Centre | Keys Lock-up Late children | Keys Instructions Late fine info | | |
| First Aid | Location of Kits Location of Children's Medication baskets | Show where items are displayed | | |
| Personal Telephone Calls/ Mobile phones | Procedures | Personal calls kept to minimum and mobile phones on silent | | |
| Staff Room/Lockers Car Parking | Use of and availability of where to park | | | |
| Child protection and reporting. | How we keep children safe | Policy and code of conduct | | |
| CONDITIONS OF EMPLOYMENT | | | | |
| Statement of Understanding | Rates of Pay Award Probation periods | Statement to sign Award Information | | |
| Sicknesses/Absences | Leave Entitlements Sick Leave Procedure Doctor's certificates | List of Staff Contact details to be given Show location of Leave forms | | |
| Educator Learning Journey Folder | When carried out and by whom Who has input | Folder Mentors | | |