

## Staffing Policy and Procedure

<b>Title:</b>	Staffing Policy and Procedure		
<b>Last Reviewed:</b>	October 2015	<b>Next review due:</b>	September 2016
<b>NQF Reference:</b>	National Law sections 108, 117, 162, 172, 175 National Regulations 46, 54, 150, 168, 173, 177 NQS 4, 7		

### Policy

Blackmans Bay Childrens Services supports all persons associated with the service to implement the principles of equity and diversity in a professional and open manner.

The National Quality Framework and the Early Childhood Australian Code of Ethics will be used to guide the practice of those educating and caring for children at Blackmans Bay Childrens Services.

Blackmans Bay Childrens Services will ensure that a responsible person is present at all times the education and care service is operating.

### Procedure

#### **Determining the responsible person at the service**

Blackmans Bay Childrens Services will ensure that a responsible person is present at all times the education and care service is operating. The responsible person at Blackmans Bay Childrens Services will be determined in line with the requirements of the *Education and Care Services National Law* and *Education and Care Services National Regulations*.

In line with the National Law this person may be:

- The approved provider (or person with management and control);
- The nominated supervisor; or
- A certified supervisor placed in day to day charge of the service who has accepted the nomination in writing.

The name and position of the responsible person will be clearly displayed at the service; and the staff record will include the name of the responsible person.

The responsible person will possess:

- The applicable qualifications;
- The ability to effectively supervise and manage an education and care service;
- A working knowledge of the National Law, National Regulations and the services policies and procedures;
- Appropriate experience and knowledge, including management capabilities; and
- Be a fit and proper person.

#### **Students and Volunteers**

Where students or volunteers are on practical placement at the service, the service will ensure they:

- Are supervised by an educator at all times they are engaged with children (i.e. are not left unsupervised or alone with children);
- Are not included in educator:child ratios (though may be included in adult:child ratios);
- Hold a current working with children check;
- Engage in an induction process that includes a review of the student/volunteers role, responsibilities, relevant policies and procedures (including individual room procedures) and relevant legislative requirements.
- A record will be maintained for each day the student or volunteer participates in the service, including their full name, address, date of birth and the date and hours of participation (regulation 149).

- All required documentation is to be completed before a student or volunteer commences with Blackmans Bay Childrens Services.
- For volunteers or students on ongoing placement, a meeting may be conducted by the individual service co-ordinator to review each students/volunteers knowledge, understanding or progress. This meeting may also be used as an opportunity to discuss any relevant issues in a confidential and positive manner
- In the event of a complaint or issues the Complaints and Grievances Policy and Procedure will apply..

### Code of Conduct

Blackmans Bay Childrens Services Code of Conduct forms part of employee's terms of employment and employment conditions to support all staff, educators, students, volunteers or others associated with the service.

Staff are expected to attend work when they are fit to do so; without risk of injury or infection to themselves or others at the service. Where staff are unwell or injured they should not attend work. Where entitled to do so, staff may apply for sick leave or workers' compensation.

The Blackmans Bay Childrens Services Code of Conduct outlines the expectations of each person associated with the service. A member of staff (including educator), student and volunteer associated with the service must:

- Be a fit and proper person (This includes, but is not limited to, holding a valid safety screening clearance or current working with children check).
- Not be adversely affected by drugs (prescribed or otherwise) or alcohol at any time they are educating and caring for children.
- Maintain ongoing confidentiality in all circumstances involving the organisation, children, parents, staff and visitors.  
Staff (past and present) must maintain this confidentiality at all times in line with the organisation's Confidentiality Agreement.  
Staff must not discuss any child, parent, staff member or other person associated with the service with any other parent, visitor or person within or outside the Service.  
In any situation where a staff member is not sure if information is confidential or not, they must verify this with the Senior Management Team.
- Hold a working knowledge of *Education and Care Services National Law* and the *Education and Care National Regulations* (including ratios, duty of care).
- Have an understanding of, and the ability to, implement the services policies and procedures. For example, effectively implementing the service's:
  - Hygiene standards and practices;
  - Sun safe practices;
  - Use of technology, including acceptable use of social media (e.g. Instagram, Facebook, Twitter). All persons associated with the service must maintain a professional and confidential presence on all social media.
- Be involved in the review and maintenance of Blackmans Bay Children Services policies and procedures.
- Have a clear awareness of their role and responsibilities as outlined in the relevant job description or Board Handbook, as applicable.
- Behave in a professional manner at all times including:
  - Be punctual (e.g. for rostered shifts, meetings and other scheduled events);
  - Notify the Senior Management Team as soon as practicable (but at least 2 hours prior to the shift starting time) when unable to attend a rostered shift;
  - Personally completing and submitting a correct timesheet for each relevant pay period.
- Staff must attend all compulsory staff meetings and required training. Compulsory staff

meetings will consist of no more than:

- Four service staff meetings per calendar year;
- Two whole Blackmans Bay Childrens Services staff meeting per calendar year; and
- Two OSHC only staff meeting per calendar year.

- Staff are encouraged to use staff meetings to discuss issues of concern and add items, as applicable, to the meeting agenda.
- Support a respectful environment. Blackmans Bay Children Services holds a zero tolerance for discrimination of any kind. This includes discrimination based on gender, age, individual preferences, ability, ethnicity, religious or spiritual beliefs. All spoken, written and gestured language must be appropriate and meet the standards of this Code. All communication must be of an appropriate manner, language and style; with social communication limited to staff breaks, outside of the hearing of children and parents or outside of work hours.

### Dress standards

- Staff must be dressed in a manner that is in accordance with this policy and procedure, appropriate for their duties, with particular attention to safety, and in a manner that supports the implementation of the service's sun safe policy and procedure.
- Piercings may only be worn where they do not pose an entrapment hazard. Where it poses an entrapment hazard, the piercing must be removed or appropriately covered at all times.
- Offensive tattoos must be covered at all times (racist, discriminatory, sexist, language).
- Shoes are to be practical and allow the staff member to effectively and safely complete their required duties. Thongs are not permitted to be worn at work.
- Staff are encouraged to wear the Blackmans Bay Childrens Services uniform. A range of garments that display the Blackmans Bay Childrens Services logo and are registered with the Australian Taxation Office (making the cost of such garments claimable on personal income tax returns) are available to staff.
- Uniform orders must be placed at the office. It is important that the correct size and style are ordered, as once the garment is monogrammed, it cannot be returned.
- An employee uniform subsidy is available after the end of their probation period. In accepting the subsidy, employees agree to abide by the Blackmans Bay Childrens Services Uniform Guidelines. Blackmans Bay Childrens Services will make available an annual subsidy of \$120 per full time employee and a pro rata amount for part time and casual employees in accordance with the following table:

Full time employees	38 hours per week	100%	\$120
Part time/casual	More than 30 hours, less than 38 hours per week	90%	\$108
Part time/casual	More than 20 hours, less than 30 hours per week	75%	\$90
Part time/casual	More than 10 hours, less than 20 hours per week	60%	\$72
Part time/casual	Less than 10 hours per week	50%	\$60

- Upon presentation by staff of receipt for their purchase, Blackmans Bay Childrens Services will reimburse the staff member the appropriate amount of the uniform subsidy based on the above scale. Acceptance of the subsidy, means that the employee must wear the uniform the majority of the time.
- Where an employee terminates employment within six months of receiving any uniform subsidy, the employee will be required to repay the full amount of the subsidy.
- Staff who choose not to wear uniform must comply with the following requirements:
  - Tops must be navy, cream or white;

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- Trousers/shorts/skirts must be navy, black, white or beige;
- Where denim is worn, it must be neat and tidy (e.g. not frayed bottoms/holes).
- Clothing will be at a professional standard at all times.
- No significant logos other than BBCS logo
- Examples of acceptable clothing include:
  - Denim jeans or skirt
  - Trousers/pants
  - Track pants (not yoga/gym/bike pants)
  - Dress Skirts/Shorts no shorter than 10cm above the knee (sports shorts are not acceptable)
  - Polo tops
  - Sleeveless tops (shoulder should be at least 5 cm)
  - Blouses/shirts
  - Vests
  - Polar fleece jumpers
  - T-shirts
  - Jumpers
  - Rugby tops
  - Where an individual wishes to wear a garment not listed, they must discuss this with the relevant Senior Management Team first.
- Written notice is to be given to the CEO in regard to any staff member's resignation, in line with the requirements of the *Fair Work Act*.
- Where a staff member, student and volunteer is unsure of the impact of their actions, they must either not engage in the behaviour/ action or verify the action (prior to implementation) with the Senior Management Team. This will ensure their actions are in line with Blackmans Bay Childrens Services Code of Conduct.

### Links to other policies or documents

- Governance Policy and Procedure
- Grievance Policy and Procedure
- Sun Protection Policy and Procedure
- Supervision Policy and Procedure
- Technology Use Policy and Procedure

### Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- [www.justice.tas.gov.au](http://www.justice.tas.gov.au)