

# RELIEF STAFF POLICY

## PURPOSE

Our Service aims to maintain continuity of education and care and abide by National Regulations and Standards by employing quality relief staff to replace permanent staff on a short-term basis when necessary. We ensure our Service meets or exceeds, the minimum educator to child ratios as mandated in National Law to ensure adequate supervision is maintained and educators provide quality education and care in a healthy and safe environment.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

## RELEVANT POLICIES

Child Protection Policy Code of Conduct Policy Enrolment policy	Privacy and confidentiality policy Respect for Children Policy Interactions with Children Families and Staff Policy
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## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

## IMPLEMENTATION

- Potential relief staff will be required to attend an interview with management to ensure they are a fit and proper person and hold the required ACECQA approved qualifications for the particular roles within the service-
  - approved early childhood teacher qualification or
  - or proof of actively working towards at least an approved certificate III level education and care qualification (see: [ACECQA qualifications checker](#))
  - current Working with Children Check; Vulnerable Person check or Police/Criminal Check
  - any other required qualification- (CPR, First Aid, approved asthma management training, approved anaphylaxis management training, approved child protection training)
- The interview process will include management checking references to ensure the applicant is a 'fit and proper person' and verify their Working with Children Check (WWCC); Vulnerable Person Check or Police/Criminal Check.
- Relief staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work.

## ORIENTATION

Relief staff members are required to undergo a full induction and orientation into the Service to ensure they have a clear understanding of:

- the Service's policies and procedures
- sign in and out processes
- emergency evacuation procedure
- service amenities
- children's medical and/or dietary requirements and conditions
- the Service's program and routine
- their roles and responsibilities
- supervision requirements

- behaviour guidance strategies implemented
- the Service Code of Conduct.

## RELIEF STAFF INDUCTION PACK

Relief staff will be issued with an induction pack prior to commencing employment, which will contain:

- staff handbook
- Service philosophy
- job description
- employment contract
- code of Conduct
- copy of the Early Childhood Australia Code of Ethics
- staff detail form
- employee Information form
- immunisation information

## SERVICE REQUIREMENTS

Prior to relief staff commencing at the Service management must be provided with the following information:

- proof of minimum educational qualification
- evidence of completed professional training in:
  - CPR, First Aid certificate; approved Emergency asthma management training and approved emergency anaphylaxis management training, approved Child Protection training (where applicable)
- Working with Children Check number and date of expiry.
- banking details for direct deposit wage payment
- signed employment contract and job description
- completed Tax File Declaration form
- superannuation details
- emergency contact details
- medical conditions notification

## EMPLOYMENT COMMENCEMENT

- It is a requirement that relief staff arrive 10 minutes prior to their shift to ensure they have adequate time to place their belongings in an allocated locker, read any staff communication, sign on, and be up to date with important information that is relevant and necessary for the day.
- Relief staff members are to follow the directions of the Educational Leader / Room Leader.
- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the Service, inform parents who they are replacing and how long they expect to be placed at the Service.
- All relief staff members are to abide by confidentiality and privacy legislation in regard to staff, management, children and families within their care. They are to treat any information shared with them professionally and sensitively.
- In conjunction with all permanent staff members, relief staff are requested to be mindful of the time taken for breaks and return promptly to minimise any disruption to the set routine and/or ratio requirements.
- It is advised that all staff members, whether relief or permanent, look after their health and keep their immunisations up to date.
- The Service will aim to maintain a register of relief staff members that are familiar to the families and children, and familiar with the policies and program to ensure consistency for children, families, and the Service.

## SERVICE DRESS CODE

Relief staff must ensure they maintain a professional image at all times. Staff are to be clean and tidy at all times with no offensive or controversial clothing to be worn.

### Pants/Shorts

- black pants or jeans are to be worn
- shorts and shirts may be worn at an acceptable length, which is considered to be two inches above the knee. Clothing shorter than this is not considered to be acceptable.

### Tops

- in maintaining the professional image of our Service, staff will be provided with a Centre shirt upon arrival for their shift. This must be returned at the end of shift for laundering.

### Footwear

- Educators and kitchen staff must wear enclosed shoes at all times
- enclosed shoes are preferred for all other staff
- thongs are not appropriate dress and are considered dangerous footwear in the workplace.

### Sun Safety

- all staff are required to wear a hat when participating in outdoor activities (as an example to children, for your own protection, and to comply with legislation).
- staff will be required to wear a wide brimmed hat (no caps).
- staff will be provided with sunscreen for use
- staff may wear sunglasses in the outdoor environment
- enclosed shoes are to remain on at all times.

### ALCOHOL, TOBACCO AND OTHER DRUGS

- staff members are not permitted to consume alcohol, tobacco, or other drugs whilst on the premises of a children's service. (Reg: 82)
- staff are not to offer or supply alcohol, tobacco or other drugs to any person at the Service.
- staff are not to obtain alcohol, tobacco or other drugs from any person at the Service
- staff who are under the influence of alcohol or drugs will not be allowed to remain on the Service premises
- any breach of these conditions will result in disciplinary action
- staff who use prescription medication are asked to discuss the possible side effects of these drugs with management to ensure that the staff member and children remain safe at all times.
- relief staff are not permitted to administer prescription medication to children unless approved by management.

### SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Education and Care National Regulations. (2011).

Fair Work: <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time>

Guide to the National Quality Standard. (2017).

Karen Kearns. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

Revised National Quality Standard. (2018).

**REVIEW**

POLICY REVIEWED	DECEMBER 2019	NEXT REVIEW DATE	DECEMBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• rewrite of introduction to policy</li> <li>• related policies added</li> <li>• Addition of necessary documentation</li> <li>• sources checked for currency</li> <li>• minor formatting editing</li> </ul>		
POLICY REVIEWED	DECEMBER 2018	NEXT REVIEW DATE	DECEMBER 2019
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Rearranged the order of points for better flow</li> <li>• Points added (Highlighted).</li> <li>• Sources checked for currency.</li> <li>• Sources/references corrected, updated, and alphabetised.</li> <li>• References corrected, added &amp;/or updated.</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Updated references to comply with the revised National Quality Standard</li> </ul>	SEPTEMBER 2018	
SEPTEMBER 2017	<ul style="list-style-type: none"> <li>• Minor changes made to policy</li> </ul>	SEPTEMBER 2018	
NOVEMBER 2016	<ul style="list-style-type: none"> <li>• New Format created and policy created</li> </ul>	SEPTEMBER 2017	