

### Rationale:

Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

### Aims:

- The employment of qualified staff with a range of relevant qualifications and experience to provide an educational program, which meets the needs of all children and families using the centre.
- Maintaining employment records for all staff at Kyabram P-12 College Outside School Hours Care according to the requirements of relevant legislation.
- Appropriate systems for the maintaining of emergency, relieving, or temporary staff employee records across all centres.

### Implementation:

- All recruitment will be consistent with Department of Education and Training, and Merit Protection Boards requirements.
- All recruitment will be consistent with the Child Safety Standards.
- All staff will be given the opportunity to undertake Merit Protection Boards training.
- All staff will undertake Child Safety Standards information on an annual basis.
- A wide variety of staff will be used on selection panels.
- Positive, team orientated staff with high levels of enthusiasm are recognised as highly sought-after recruits.
- It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.
- Flexible work options will be explored and implemented where appropriate.
- All staff employed will be qualified in their relevant area and provide documentation in evidence of this.
- All recruited staff will undertake an induction program.
- Mentoring will be a feature of our staff development program.
- The responsible person and the Educational Leader of the service will be nominated and documentation filed in personnel file.
- The responsible person present will be published on the noticeboard at the centre daily.

#### **Kyabram P-12 College OSHC is responsible for:**

- Ensuring that all staff record requirements of the Act and regulations are met at all times when the service is operating.
- Ensuring that all staff records are stored securely and privacy is maintained.

- Ensuring that staff records are updated annually or as soon as new information is provided by a staff member, or rostered hours of work are changed.
- Ensuring that before any person becomes an employee or is otherwise engaged as a staff member, that the persons current qualifications are provided and assessment has been checked, ensuring also that details of the working with children are recorded on the staff record.
- Ensuring that all permanent staff, and preferably relief staff have (an approved) current first-aid, asthma and anaphylaxis management training on engagement or prior to commencing employment, and a copy of these are placed in the staff record.
- Ensuring that all staff members prior to commencing employment, complete induction with Kyabram P12 College. This will include filling in required employment records such as superannuation and tax file number declarations, etc. These will be stored safely and securely by the Business Manager.
- Ensuring that new employees are aware and acknowledge understanding of centre policies and procedures via induction checklist.
- Ensuring new employees sign and accept the position description, of the position offered and a copy placed in their staff record. Including a copy of any updated position descriptions including staff's acknowledgment of these in staff files.
- Ensuring staff sign an acknowledgement and acceptance of appointment to the position of Educational Leader (when appropriate), which will be placed in staff records.
- When applicable ensuring staff sign an acknowledgement and acceptance of appointment to the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable, ensuring staff sign an acknowledgement of the resignation from the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable, ensuring staff sign an acknowledgement and acceptance of appointment to the position of Certified Supervisor in day-to-day charge, which will be placed in staff records.
- Ensuring staff sign a copy of induction checklist to acknowledge the understanding and acceptance of all aspects of the induction such as code of conduct and position description, which will be copied and included in staff records. This must be co-signed by the person conducting the induction.
- Providing access to these records upon request from authorised persons.

**Staff are responsible for:**

- Providing full name, address, and date of birth on induction records to be placed in staff records.
- Providing required copies of qualifications achieved or working towards to be placed on staff record in all centres that staff member works at.
- Providing copies of any approved training such as first aid, asthma or anaphylaxis training to be placed in staff record.
- Providing a copy of the working with children check or VIT card and the expiry date to be placed in staff records.

- Providing copies of any approved training such as in-service training to be placed in staff record.
- When applicable signing an acknowledgement and acceptance of appointment to the position of Educational Leader, which will be placed in staff records.
- When applicable signing an acknowledgement and acceptance of appointment to the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable signing an acknowledgement of the resignation from the position of Nominated Supervisor, which will be sent to DET and copied and copy placed in staff records.
- Providing legislatively required employment details that will be stored with administrative payroll records.
- Signing a copy of induction checklist to acknowledge the understanding and acceptance of all aspects of the induction such as code of conduct and position description, which will be copied and included in staff records.
- Informing Kyabram P-12 College Business Manager of any updates or changes to their file.

# CODE OF CONDUCT

Kyabram P-12 College supports staff to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community. Ethical conduct guides the behaviour and decisions within the OSHC and is founded in respect for, valuing of children, families, educators, staff and the extended OSHC community.

## **Aims:**

To provide staff guidelines when working in the Outside School Hours Care environment. This policy applies to all permanent, temporary and casual staff and to volunteers working at OSHC. Educators need to be aware of relevant legislations such as

- (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011, National quality framework, Professional standards guide practice, Early Childhood Australia Code of Ethics (2010)
- United Nations Convention on the Rights of the Child (1989)
- Code of conduct for Victorian public sector employees and
- The Victorian Teaching Profession code of conduct.

The OSHC will uphold the highest standards in ethical conduct in accordance with the ECA (Early Childhood Australia) Code of Ethics (2010), The United Nations Convention on the Rights of the Child (1989) and the philosophy and policies of the Kyabram P-12 College OSHC.

## **Implementation:**

- Educators and staff will be familiar with the legislation and statutory documents that apply to their role with the children, families and other staff in the OSHC.
- Educators and staff will be familiar with the ECA Code of Ethics and the OSHC philosophy. This will guide conduct and decision making within OSHC.
- Ethical conduct and decision making will occur with reference to legislation and statutory documents and through the process of critical reflection. Decision making processes will be clear and the Outside School Hours Care team will be accountable for decisions and able to demonstrate how those decisions are made.
- The Nominated Supervisor of the OSHC will ensure that all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
- The OSHC community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of the role, responsibilities and obligations combined with collegial practice and collaborative decision making.
- Educators, staff and volunteers in the OSHC will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

# RESPONSIBLE PERSON/NOMINATED SUPERVISOR

Kyabram P-12 College OSHC program will have a responsible person physically present at OSHC at all times. The Education and Care Services National Law determines that a responsible person must be physically present at a school based service at all times that a service operates.

## **Aims**

A responsible person will be on the premises at all times, and details of the responsible person at any time will be clearly displayed for educators, staff and families. The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

## **Implementation:**

- The responsible person will have suitable Early Childhood qualifications relevant to the role.
- Details of the person responsible are documented and displayed for all users of the service.
- There must be a Responsible Person in charge of the service and physically present at all times.
- The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations.
- The Responsible Person, although in charge of the service does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensures that there is consistency and continuity in practice.
- Ensure the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of the responsible person.
- Ensure that the responsible person is appropriately skilled and qualified.
- Ensure a responsible person is physically present at the OSHC program at all times when the OSHC is operating.
- The Nominated Supervisor or delegated authority will arrange for the keeping of a "responsible person record". This record will document the current responsible person.
- The name of the responsible person will be displayed on the Parent Information Board in the OSHC room. Develop rosters in accordance with the availability of responsible persons, school operation and attendance patterns of the children.

# VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENT POLICY

## Rationale:

Provide guidelines for the engagement and participation of volunteers and students on practicum placement at the Kyabram P-12 College After School Care Centre, while ensuring that children's health, safety and wellbeing is protected at all times.

## Aim:

To build relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service.

To ensure the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

## Implementation:

### Kyabram P-12 College OSHC is responsible for:

- Approving guidelines in consultation with the Nominated Supervisor and educators for accepting applications from volunteers/students to work at the service
- Ensuring that the staff record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) Check.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- Ensuring volunteers/students and parents/guardians are provided with access to all service policies and procedures.
- Developing an induction checklist for volunteers/students attending the service in consultation with the Nominated Supervisor and educators.
- Developing guidelines for applications from volunteers to work at Kyabram P-12 College After School Centre.
- Accepting or rejecting a potential volunteer based on the circumstances of the service at the time, in consultation with the Principal.
- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times.
- Ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the volunteer's commencement at the service, and that details are included on the staff record.
- Ensuring that volunteers and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Ensuring that volunteers and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this

may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the law.

- Ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians at the service
- Providing volunteers and parents/guardians with access to all service policies and procedures.
- Ensuring that volunteers and parents/guardians comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service.
- Developing an induction checklist for volunteers at the service.
- Ensuring that volunteers have completed the induction checklist.

**Educators are responsible for:**

- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times.
- Ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service.
- Complying with the requirement that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Complying with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Enabling parents/guardians of children attending the service to access the service premises at any time the child is being educated and cared for except where this poses a risk to the safety of children and/or staff.
- Encouraging the participation and involvement of parents/guardians at the service.
- Assisting volunteers/students to understand the requirements of this policy and the expectations of the service.

**Volunteers, while at the service, are responsible for:**

- Ensuring they have provided all details required to complete the staff record
- Undertaking a Working with Children (WWC) Check and presenting a current WWC Check card or other notification, as applicable.
- Understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service.
- Complying with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, including the Code of Conduct Policy, while at the service.
- Undertaking the induction process and completing the induction checklist prior to commencement at the service.
- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

**Parents/guardians are responsible for:**

- Parents/Guardians with children in attendance at the centre require a WWCC to participate in activities or excursions.
- Complying with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, including the Code of Conduct Policy, while attending the service.
- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026