



## Staffing

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### Purpose of this Policy

To ensure School Support Services staffing arrangements and responsibility of volunteers & students is outlined clearly. Also clearly determining the suitable, recognised responsible person present at all times during hours of operation of the OSHC service.

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### **School Support Services educators will:**

- Follow the requirements of the Education & Care Services National Regulations
- Ensure a responsible person is available at all times during hours of operation
- Ensure that the responsible person is identified by the approved provider in writing as the person responsible for the day-to-day management of the service (under the service certificate)
- Ensure that where a person is covered by the service certificate, that the relevant documentation is completed and placed on their individual staff record and onto the educator's USB
- Ensure that up-to-date details of the responsible person is displayed on the OSHC service signage at all times
- Take into consideration the suitability of employees based on their qualifications and experience as per legislation and National Quality Standard.
- Educator-to-child ratios and qualification are maintained at all times (1:15)
- Ensure each new educator undergoes our comprehensive induction process upon commencing employment
- Ensure we promote a nurturing and supportive environment for our entire OSHC team
- Follow the terms and conditions of the Children's Services Award 2010
- Follow School Support Services Position Description (distributed in staff pack on commencement of employment) as per designated role
- Ensure all educators have access to the policies and procedures to ensure they are familiar with them. Service policies guide the daily practice of the service and individual educators

Participation of volunteers and students (on practical placement) is welcomed and their contribution is valued.

**Volunteers & Students are responsible for:**

- Holding a valid Working with Children Check (WWCC) to verify their suitability for working with children
- Following instruction from School Support Services Management, OSHC Service Coordinator and all other educators where appropriate
- Following all service policies and procedures
- Being directly supervised by an appropriately qualified (as per ACECQA approved qualifications list) OSHC educator whilst caring and educating children at the service
- Ensuring that the health, safety and wellbeing of children at the OSHC service is protected at all times always acting in the best interests of the child, and take all reasonable steps to ensure the child's safety and wellbeing
- Reporting their concerns to Child Protection (refer to Child Safe Environment Policy) in cases, on reasonable grounds, that a child is at risk of harm arising from abuse or neglect and is in need of protection – consult with School Support Services Management for support

**Additional information**

- **Drugs and alcohol**  
Educators requiring regular medication should hold a medical certificate confirming their ability to care for children. No person who is adversely affected by drugs or alcohol shall supervise or remain in the presence of a child in care. Educators shall not consume alcohol or drugs immediately before or during the hours' children are in care.
- **Equal Opportunity**  
Educators shall be treated equally regardless of age, gender, race, religion or sexual preference according to relevant equal opportunity guidelines and legislation. Educators will be employed on suitability to the role, regardless of any other of the above factors.
- **Recruitment**  
To meet with statutory requirements, we will only employ educators who meet the minimum qualification requirements as per the ACECQA Approved Qualifications list. [www.acecqa.gov.au/Qualifications](http://www.acecqa.gov.au/Qualifications)  
In cases staff members do not meet this requirement, they will not be counted in the educator-to-child ratio.  
School Support Services website contains further information in relation to specific job descriptions, please visit [www.schoolsupportservices.com.au](http://www.schoolsupportservices.com.au)

## **Remuneration and conditions**

School Support Services pay educators in line with Children's Services Award 2010.

- **Serious Misconduct**

When an employee is terminated on the grounds of serious misconduct, School Support Services does not have to provide any notice of termination. However, School Support Services does have to pay the employee all outstanding entitlements such as payment of time worked or annual leave accrued. Any payments paid to an employee in advance such as annual leave are payable to School Support Services.

Serious misconduct is when an employee:

Causes serious and imminent risk to the health and safety of another person or to the reputation or profits of their employer's business, or deliberately behaves in a way that is inconsistent with the continuing of their employment. Examples of serious misconduct include theft, fraud, assault, putting the business at jeopardy or refusing to carry out a lawful and reasonable instruction that is part of the job.

- **Support and training**

Educators will be fully supported in their endeavours to further their learning through professional development opportunities in house and also within the sector. We encourage educators to engage in professional reading regularly keeping themselves up-to-date with important information.

- **Termination of Educators**

School Support Services educators are expected to maintain professional standards at all times. Educators will be treated fairly and due process will be followed as per legislated guidelines. Educators will be performance managed and mentored towards satisfactory expectations. Employees are subject to termination of employment if expectations cannot be met within Fairwork Australia guidelines. All educators will be treated fairly within Fairwork Australia guidelines if disciplinary action is deemed necessary by School Support Services management.

## **School Support Services Code of Conduct:**

- We will demonstrate our commitment to high quality education and care by respecting individual differences and consider each child's individual abilities when implementing the educational program
- We will demonstrate our commitment to high quality education and care by providing a safe and stimulating learning environment to give children the opportunity to be confident and involved learners
- We will demonstrate our commitment to our duty of care in taking every reasonable precaution to protect children from harm and hazards whilst being educated and cared for at OSHC
- We will demonstrate our commitment to our duty of care by taking the necessary steps in cases a belief is formed on reasonable grounds that a child or young person is in need of protection from significant harm as a result of abuse or neglect
- We will provide an environment which will promote children's sense of wellbeing and identity
- We will demonstrate our commitment to high quality education and care by providing children opportunities to be connected and contribute to their world
- We will demonstrate our commitment to high quality education and care by providing children opportunities to be effective communicators
- We will demonstrate our commitment to high quality education and care by being positive role models
- We will demonstrate our commitment to high quality education and care by acting with discretion when discussing confidential information with families
- We will demonstrate our commitment to high quality education and care by always being professional, friendly and courteous
- We will demonstrate our commitment to high quality education and care by respecting fellow educators and value their input
- We will demonstrate our commitment to high quality education and care by always acting in the best interest of the children
- We will demonstrate our commitment to high quality education and care by maintaining professional relationships with families, children, educators and the school community
- We will demonstrate our commitment to high quality education and care by recognizing that we work in partnership with families in the education of their children, taking a collaborative approach to their education and learning

**Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures**