

Staffing Arrangements

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Curtin University Code of Conduct

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SA05 Orientation of Staff

SA06 Staff Dress Code (*including Guidelines*)

SA07 Staff Performance

SA08 Recruitment

SA09 Student Practicums

SA10 Staff Leave

Related

Staff Handbook

Curriculum Guide



Policy Statement

The centre recognises that staff are the most valuable asset in providing quality care to children and families.

Policy Considerations

The centre will:

- Use ethical and accepted practices in employing staff ('the best person for the position').
- The centre works closely with Curtin University Human Resources (People and Culture) to ensure all processes meet the legal and ethical requirements.
- The centre manages its staff according to the Universities key values and the EYLF requirements for training, fairness, respect and value.

Strategies for Implementation

The centre consults with People and Culture (HR) of the University to ensure all position descriptions are current, advertising is in place and shortlisting processes are fair and linked to qualifications, experience and curriculum vitae.

Two phone references from previous employers or workplaces are gained before position offered (where possible) to assist with the selection of staff.

Staff must send through all compulsory requirements for the position to the University for acceptance of the position.

Staff must have current working with children checks (and federal police clearance) to work in this centre and agree to provide immigration information.

Employees are provided with orientation during the first few weeks. It is planned that at least one to two days are spent in the centre before they need to accept responsibility.

Rosters are developed to share the different shifts, a plan is in place to ensure the centre is able to fill places when staff are sick.

There is an opportunity to work part time with a minimum of 3 days per week to promote continuity for children. Staff returning from parental leave may be offered the opportunity to initially reduce hours for a short period if the centre can accommodate at the time.

Training is provided for staff to keep up to date and extend their knowledge.

Support through the 'wellbeing' services of the University are available to all staff

Work performance reviews are conducted annually by the Director, Coordinator and Team Leaders.

A code of conduct and confidentiality form must be agreed to and signed.

Further information is provided in the Staff Handbook and the centre's policies.

Authority

Signed:



Date: May 2021

Policy Statement

- Curtin University Early Childhood Centre strives to provide high quality care and education to all children accessing the Centre.
- The Centre community will uphold the highest standards in ethical conduct in accordance with the *ECA Code of Ethics (2010)* *The United Nations Convention on the Rights of the Child (1989)* and the Centre's philosophy and policies.
- The Centre is a member of the Curtin University community and adheres to the Curtin University Code of Conduct, and where applicable, to Curtin University policies.
- Staff at the Centre must perform their duties according to Curtin's values of:
 - Integrity - to act ethically, honestly and with fairness
 - Respect - to listen, value and acknowledge
 - Courage - to lead, take responsibility and question
 - Excellence - to strive for excellence and distinction
 - Impact - to empower, enable and inspire

Policy Considerations

Respectful and ethical conduct is founded on respect for children, families, educators, staff and the extended community. Understanding the principles of ethical conduct guides the behaviour of staff and decisions within the care and education setting.

Strategies for Implementation

The Director will ensure all educators and staff are made aware of their obligations through orientation, discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

At orientation staff are given a copy of Curtin's Code of Conduct.

Considerations and Sources

Education and Care Services National Law (WA) Act 2012

Early Childhood Australia (ECA) Code of Ethics (2010)

The United Nations Convention on the Rights of the Child (1989)

Curtin University Code of Conduct (<http://complaints.curtin.edu.au/conduct/index.cfm>)

National Quality Standard

- 4.2 Educators and staff members are respectful and ethical

Related Policies

Philosophy

Orientation of Staff

Staff Performance

Research and Best Practice

Related Forms

Job Descriptions

Staff Orientation Checklist

Orientation Review Checklist

Relief Staff Handover
Allergy Form Signatory
Room Checklist

Related Publications

Staff Handbook
Curriculum Guide

Authority



• **Signed:**

11 May 2021

• **Date:**



Policy Statement

- Curtin University Early Childhood Centre will act to ensure that a 'Responsible Person' will be on the premises at all times, and the 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.
- Details of the Responsible Person are documented and displayed for all users of the service.

Policy Considerations

Curtin University Early Childhood Centre is a member of the Curtin University community on the Bentley campus. The centre is a large centre based service in Western Australia, and while offering a small group environment within the centre, it is a large and complex organisation.

An education and care service approved under the Education and Care Services National Law (WA) Act 2012 must always have a 'Responsible Person' present at all times.

A responsible person can be:

- the Approved Provider – a delegated representative of Curtin University or
- the Nominated Supervisor – the Centre Director or
- a Certified Supervisor who has been placed in 'day-to-day' charge of the service.

Strategies for Implementation

Responsibilities of the Centre

Curtin University as the Approved Provider will:

- ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the 'Responsible Person' as per the information sheet from ACECQA
- ensure the Responsible Person is appropriately skilled and qualified
- ensure a Responsible Person is physically present at the centre

The Nominated Supervisor or delegated authority will:

- arrange for the keeping of a Responsible Person records
- arrange for orientation to the role of 'Responsible Person' as is required
- ensure the name of the Responsible Person will be displayed in the main entrance at the service
- develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children
- and follow the following process: -

As the Education and Care Services National Regulations 2012 requires a Responsible Officer to be in place during the centre's operation hours, the Curtin University Early Childhood Centre will ensure that either the Nominated Supervisor or a Certified Supervisor will be rostered on as the Responsible Officer each day. To initially cover all shifts, meetings and lunch times the following approved Certified Officers will take the role of Responsible Officer in the order as set out below.

1. Nominated Supervising Officer, Director
2. Certified Supervisor, Coordinator
3. Certified Supervisor, Financial Officer

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Should the Nominated Supervising Officer be absent on leave for one or more days the same order will apply with the coordinator accepting the Supervising Officer position for the duration of the absence. Financial officer will be the Certified Supervisor replacing the coordinator when she is not present at the centre. A number of Early Childhood Educators at the centre are now Certified Supervisors so the collective of Certified Supervisors has expanded to be able to respond to any contingency.

A file has been established that provides for signing in as the Responsible Person when the Nominated Supervisor is not on the premises.

Certified Supervisors sign the ACECQA 'Responsible Officers' information sheet to agree to these responsibilities as well as to accepting to act in this position.

Considerations and Sources

Education and Care Services National Law (WA) Act 2012

- Section 5, 44, 56, 161, 162, 164

Education and Care Services National Law Regulations 2012

- 35, 54 146, 168 (2)(i)

National Quality Standard Quality Area 7 including:

- 7.1 Governance – Governance supports the operation of a quality service
- 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.


Related Forms Supervisor

Certificate Acceptance of Role Related Publications

Certified Supervisors File

Staff Handbook

Authority

Signed: 

Date: May 2021

Policy Statement

- Health and safety is the responsibility of everyone. All staff, parents and visitors play a role in contributing to a healthy and safe workplace and environment for children.
- The Centre is an Approved Service under the Education and Care Services National Law (WA) Act 2012 and is required to be free from the use of tobacco, illicit drugs and alcohol.
- Curtin University is a smoke free campus.

Policy Considerations

Curtin University Early Childhood Centre is a part of the larger Curtin University campus community and works closely with the Curtin University Office of Health and Safety in all relevant health and safety matters.

Strategies for Implementation

Centre Responsibilities

The Centre will advise staff on orientation that educators, staff and volunteers must not smoke, consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to provide education and care to children at the Centre.

This does not mean that educators, staff or volunteers who require prescription medication must be excluded, but rather that consideration be given in regard to the effect of the medication on the person's capacity to provide education and care to children.

Considerations and Sources

Education and Care Services National Law (WA) Act 2012

- Section 167

Education and Care Services National Regulations 2012

- Regulation 82

National Quality Standard including:

- 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Occupational Safety and Health Act 1984

Occupational Health and Safety Regulations 1996

Related Policies

Code of Conduct

Alcohol, Drugs and Smoking

Health and Safety (*including Procedure*)

Orientation of Staff

Staff Performance Development

Recruitment

Related Publications

Staff Handbook
Orientation – General

Authority



• **Signed:**

11 May 2021

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Policy Statement

- Curtin University Early Childhood Centre will offer all new staff members, and existing staff members returning from extended leave, support and information that will allow them to best perform their duties within the Centre.

Policy Considerations

The Centre will act to ensure that the existing programs are not disadvantaged when new staff members commence.

Strategies for Implementation*Centre Responsibilities*

The Centre will provide appropriate resources to ensure that new staff members are given the opportunity to participate in orientation.

The Centre will provide orientation and resources including a Staff Handbook.

New staff will be supported through an initial and then follow-up mentoring sessions with the Centre Director or Coordinator.

Review

Each individual orientation process will be reviewed for progress at the 6 week time marker to ensure effective orientation and the meeting of all requirements.

Considerations and Sources

National Quality Standard including:

- 4.1 Staffing arrangements enhance children's learning and development and ensure their safety and well being
- 4.2 Educators and staff members are respectful and ethical.

The Early Years Learning Framework

Related Policies

Code of Conduct
Health and Safety (*including Procedure*)
Orientation of Staff
Staff Dress Code (*including Guidelines*)
Staff Performance
Recruitment

Related Forms

Staff Orientation Checklist
Orientation Review Checklist
Float and Relief Staff Register
Relief Staff Handover
Allergy Form Signatory
Room Checklist

Related Publications

- Staff Handbook
- Orientation – General
- Orientation – Chemical
- Orientation – Food Safety
- Introduction to your Health and Safety Package – PowerPoint
- The Parent Handbook – A Centre Guide for Parents and Families

Authority



• **Signed:**

11 May 2021

• **Date:**



Policy Statement

- The Centre requires staff to be dressed in a manner that ensures the health and safety of both themselves and the children in their care. Clothes should be comfortable to wear and allow staff members to safely perform their duties.
- The Centre believes that a staff member's presentation should maintain a respectful, friendly yet professional educator's image.
- At all times the manner of dress should be sensitive to and respectful of differing backgrounds and cultures in the Centre.
- The Centre reserves the right to counsel a staff member on their choice of clothes, should it be required.

Strategies for Implementation

Centre Responsibilities

Information about what constitutes appropriate and safe clothing for the service will be discussed when necessary at staff meetings and through notices posted in the staff room.

All new staff will be given information about the Centre's dress code during orientation.

Related Policies

Code of Conduct
Health and Safety (*including Procedure*)
Orientation of Staff
Staff Performance
Recruitment

Related Publications

Staff Handbook
Orientation – General
Staff Dress Code Guidelines

Related Forms

Staff Orientation Checklist
Orientation Review Checklist

Authority



Signed:

11 May 2021

Date:



Clothing

Staff members will be required to dress in clean, tidy, ironed clothing that is intact and not torn. Clothing should be suitably loose to give freedom of movement when involved in manual handling activities and meet the following requirements:

- sleeved tops with a form of collar to be worn during outside play
- mid thigh to knee shorts or skirts or long pants
- jackets or jumpers worn as required

Footwear

Footwear must be safe and comfortable, without attachments that may cause injury to staff or children, and comply with the following:

- Shoes should support the foot, have non slip soles and be enclosed or have wide straps or numerous straps offering good support.
- Spiked heels or strappy shoes are not to be worn by staff working with children.
- Thongs are not to be worn by any staff member whilst on duty.

Jewellery and Make Up

It is considered that the wearing of excessive jewellery or make up by staff members presents an unprofessional image and may pose an occupational safety and health hazard to both staff and children. Therefore the following limits are to be adhered to in regard to jewellery and make up by staff at the Centre:

- Small hoop earrings or studs may be worn in the ears.
- Earrings and other jewellery that dangles and may be grabbed or pulled by a small child is not to be worn in the Nurseries.
- Sharp or pointy jewellery should not be worn when working with children.
- Two small studs may be worn on the face (i.e. lip, nose, tongue, and eyebrow) provided these are of a design that will not draw undue attention or cause the slurring of speech (in the case of tongue or lip studs)
- It is recommended that staff working in the kitchen wear only small earrings, a watch and a wedding ring to ensure hygiene and safety.
- Make up is to be light and natural looking.

Hair

- In the interests of health and hygiene staff must ensure their hair is clean and tidy.
- Long hair should be tied back for hygienic purposes and to eliminate the cross contamination of lice.
- When serving food or working in the kitchen staff must have their hair tied back.
- Staff members who work in the kitchen may choose to wear a cap or disposable hairnet. Disposable hairnets are provided by the Centre.

Hats and Sunglasses

- It is a requirement that staff members wear a hat which provides shade to the face and neck whenever they are outside to ensure protection from the sun's harmful ultra violet rays and to provide appropriate role modelling for the children who must also wear their hats when outside.
- Staff will provide their own hats, which can be claimed as a tax deduction. Should a staff member forget to bring a hat they will need to wear a spare Centre hat.
- Sunglasses must only be worn outside and reflective sunglasses should be removed whenever a staff member is talking to children or parents, to maintain eye contact.

Policy Statement

- Curtin University Early Childhood Centre aims to provide quality support systems for staff.
- The performance review process is a means for staff to review their work performance in terms of set outcomes and identify opportunities for advancement through further training and development.
- The performance review process is to be a positive experience that highlights the employee's strengths and recognises the need for constructive feedback.

Strategies for Implementation*Centre Responsibilities*

Opportunities for performance reviews will take place at need and aim to take place every 12 months. They are for positive feedback and planning for Centre training.

The performance review process will include:

- clarification of the positions role and expectations
- appraisal is based on the achievement of previously identified objectives and outcomes
- examples of ways the agreed outcomes have been met and planning further outcomes for the future
- training opportunities will be identified
- two way feedback will be given at this time.

Considerations and Sources

National Quality Standard including:

- 4.2 Educators and staff members are respectful and ethical
- 7.2.2 The performance of educators, co-ordinators and staff members is evaluated and individual development plans are in place to support performance improvement.

Related Policies

Code of Conduct
Orientation of Staff
Recruitment

Related Publications

Staff Handbook
Orientation - General

Authority


Signed:

11 May 2021

Date:

Policy Statement

- Curtin University Early Childhood Centre believes that the selection of staff is a major factor in the provision of a quality service.
- Staff members are selected on consideration of the applicant’s fit and proper status and their merit.
- All efforts are made to ensure that access and equity legislation is adhered to in regard to the advertising of a position and the selection of an applicant.
- The Centre will comply with all legislated pre-employment and employment requirements. Regular reviews of the educators and staff Working with Children Checks will be recorded by the Centre.
- The Centre will adhere to the recruitment and employment procedures required by Curtin University.

Considerations and Sources

National Quality Standard including:

- 7.1.5 Adults working with children and those engaged in management of the service or residing on the premises are fit and proper.

Related Policies

Code of Conduct
Orientation of Staff

Related Publications

Staff Handbook

Authority



• **Signed:**

11 May 2021

• **Date:**



Policy Statement

- Curtin University Early Childhood Centre strives to provide high quality care to all children accessing the Centre.
- Curtin University Early Childhood Centre recognizes that the Centre must be operated in the best interests of the children and according to the relevant laws.
- The Centre is a leader in early childhood operations and development. The Centre seeks to pass on this learning by providing opportunities for students in the different faculties of Curtin University, approved Registered Training Organisations and from other approved education and care services.
- Student practicums will be at the discretion of the Director.
- Students will not be left unsupervised with children in care in the Centre. Students are supplementary to staff requirements, and will not be used to replace absent staff.
- All visitors to the Centre are governed by the policies and procedures of the Centre.

Policy Considerations

Providing student practicum experiences offers Curtin University Early Childhood Centre the opportunity to act as educator and learner and work in cooperation with Curtin University and Registered Training Organisations, developing strong professional and community partnerships.

Strategies for Implementation

Centre Responsibilities

Priority of Access for Students

The priorities are:

- Disciplines from Curtin University will be given priority followed by those from TAFE and Registered Training Organisations.
- High school students who wish to gain work experience as part of their school program, provided that the school has requested the placement, and the students are studying accredited early childhood or family studies may be accepted.
- Staff from other approved education and care services will be able to attend opportunities to attend learning events at the Centre as are approved by the Director. They will be subject to the policies and procedures of the Centre as are appropriate to the event.

Allocation of Students to an Area

The number of students and the timing of taking students are at the discretion of the Director. The events and needs of the Centre children and families will always take priority over any student placement. Student visits will be managed to ensure they do not disrupt the existing program and harmony of the Centre.

Requirements for Students

Students who are approved for placement at the Centre will be oriented to the Centre and its policies, especially the policies of confidentiality and those that detail the rights of the child to

a safe environment. Students on practicum are to display a photo with an explanatory sign for parents on the door or window of the areas they are allocated to.

Students are required to follow the guidelines of their Tertiary Institution in regard to appearance, approach and professional conduct.

The parents or guardian of any child are provided with the right to request that their child is not involved with the student or subject to student observations.

Supervision

Students from a University, Registered Training Organisation or High School remain at all times under responsibility of their organisation and the allocated supervisor.

Should any student behave in a manner that is felt to be inappropriate, the Centre reserves the right to terminate the placement immediately and will inform the student's Supervisor.

The Centre Director and Coordinator will periodically measure the success of practicum placements.

Considerations and Sources

Education and Care Services National Law (WA) Act 2012

- Section 165

Education and Care Services National Regulations 2012

- Regulations 145, 149, 150, 151, 152

National Quality Standard including:

- 4.2 Professional standards guide practice, interactions and relationships
- 5.1 Respectful relationships are developed and maintained with each child.

The Early Years Learning Framework

Related Policies

Acceptance and Refusal of Authorisations

Confidentiality and Record Keeping

Diversity and Inclusion (*including Procedure*)

Enrolment (*including Procedure and Management of the Waiting List*)

Orientation of Families and Children (*including Procedure*)

Dealing with Complaints (*including Procedure*)

Visitors (and Volunteers)

Nappy Changes and Toileting (*including Procedures*)

Authority

Signed:

11 May 2021

Date:

H. Nicholls



Policy Statement

The centre recognises that both education and staff are important to the quality of the service it provides. Therefore management has a duty to balance the quality of service while providing staff with their leave entitlement. The substantive leave entitlement is identified in the staff enterprise bargain and is paramount to the staff members' wellbeing. Leave taken on a regular basis revitalizes, motivates and energises the incumbent and is key to obtaining and retaining quality staff. Staff are therefore encouraged to take their full entitlement.

Policy Considerations

- Under normal circumstances 4 members of the teaching staff will be granted (applied for) leave from the centre at any one time. After which any additional granting of leave will be on a case-by-case basis.
- Emergency leave, parental leave and personal leave will be considered separately
- Parents or partners of children attending school or working as a teacher in a school will have priority for leave during school holidays.
- In line with the Universities' policies and procedures on recruitment and retention of staff, the Early Childhood Centre's Enterprise agreement decrees the working conditions of staff in the centre. This is updated every 3 years.

Strategies for implementation

Staff will be given training and support to use the Employee Kiosk when they are first employed. To apply for annual leave, staff need to log into the Employee Kiosk and submit a leave application.

Permanent educators are entitled to 4 weeks annual leave per year and two weeks special leave per year. Permanent part-time educators accrue leave proportionate to hours worked. To maintain a high level of continuity of care within the rooms, we request that where possible a maximum of 4 educators to be on leave at any one time, and only one from each room at a time. When planning to take leave there is a Staff Leave Calendar kept in the office that we ask staff to check first to see how many people are already on leave and if another educator from the same room is on leave.

In addition to the Christmas/New Year public holidays, the centre will grant an Employee four day's paid leave to be taken at the Christmas closedown period. Early advice is provided once a decision is made on the date for both closing and opening in the following year, in total being closed for 3 – 4 weeks. Staff need to be mindful of leaving themselves with adequate accrued leave that can be used over the Christmas closure period for days not covered by the 3 days public holiday and 4 day close down leave granted by the University.

Sick Leave Notification

We request that, if possible, staff going sick arrange their shift change with a team member. If the mobile phone is unanswered when a staff calls in to go sick a message should be left providing the shift that needs to be covered. If a co-worker is covering the sick person's shift that information will need to be left in the message. No text information can be accepted.

Leave during School Holidays

Process for Leave during School Holidays • Staff are required to follow the centres leave procedure of only 4 people on annual leave or special leave at anytime and only one person from a room is to be on leave at anytime. • Staff who have a partner who is a teacher or school age children will have priority to the

WA school holiday periods.

- If there are too many educators requesting leave who have school age children or partner who is a teacher a priority will be given to the parents of younger children or to staff members who have not taken leave during the previous school holidays
- If at anytime the centre has a very high percentage of employees who fill this category, a roster will be kept limiting leave during these periods to one week only and sharing these weeks across all the official school holidays.
- A team approach is required in the negotiations to ensure a fair and equitable system works in the school holiday period