

# RELIEF STAFF POLICY

Our Out of School Hours (OSHC) Service aims to maintain continuity of education and care and abide by Education and Care National Regulations and National Quality Standard by employing quality relief staff to replace permanent staff on a short-term basis when necessary. We ensure our OSHC 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	
10	Meaning of actively working towards a qualification
82	Tobacco, drug and alcohol-free environment
120	Educators who are under the age of 18 to be supervised
123	Educator to child ratios – centre based services
135	Illness or absence of early childhood teacher or suitably qualified person
145	Staff Records
149	Volunteers and Students
151	Record of Educators working directly with children
168	Policies and Procedures

## RELATED POLICIES

Code of Conduct Policy	Interactions with Children Families and Staff Policy
Child Protection Policy	Privacy and confidentiality policy
Child Safe Environment Policy	Recruitment Policy
Enrolment policy	Respect for Children Policy
	Staffing Arrangements Policy

## SCOPE

This policy applies to management, staff including casual staff of the OSHC Service.

## PURPOSE

Our OSHC Service is committed to be a child safe Early Education and Care Service and uphold the 10 Child Safe Standards as recommended by the National Office for Child Safety. Our recruitment and screening processes for permanent and relief staff play a vital role in protecting children from harm.

## 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 or be defined as a 'suitably qualified person' for the position
  - current Working with Children Check; Vulnerable Person check or Police/Criminal Check (as per state/territory requirements)
  - 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 Out of School Hours Care Service for an orientation prior to commencing any work.

## ORIENTATION

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

- the Service's policies and procedures
- Code of Conduct

- Child Safe Standards
- 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 (including mandatory reporting and reportable conduct scheme)
- supervision requirements
- behaviour guidance strategies implemented
- privacy and confidentiality requirements
- Work, Health and Safety

### 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 OSHC 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
  - approved emergency anaphylaxis management training,

- approved Child Protection training (where applicable)
- Working with Children Check number and date of expiry; Vulnerable Persons Check number and date of expiry or Criminal History/Police 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/Responsible Person.
- Under the guidance of Educational Leader or Responsible person, relief staff members are to introduce themselves to families, explain their position within the OSHC 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 OSHC 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.

### Tops

- in maintaining the professional image of our Service, staff need to consider the suitability of tops when deciding what to wear
- T-shirts must cover the shoulders
- singlets, midriffs and strapless tops are inappropriate and therefore will not be accepted in the work environment. If it is deemed that a staff member's top is too revealing or inappropriate for wearing around children and families, they will be asked to return home to change. The staff member will not be paid for the time taken to remedy the clothing situation.

### Footwear

- educators 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 provided with sunscreen for use
- staff may wear sunglasses in the outdoor environment
- enclosed shoes are to remain on at all times.

## ALCOHOL, TABACCO 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 Services National Law Act 2010. (Amended 2018).

[Education and Care Services 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 Framework. (2017). (Amended 2020).

Guide to the National Quality Standard. (2017).

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

Revised National Quality Standard. (2018).