

Staffing Arrangements Policy

Purpose

Greater West Childcare is committed to providing an environment where staff can flourish in their roles, feel supported, and are provided with personal and professional development opportunities.

1. Recruitment

As a Christian organisation, Greater West Childcare is committed to ensuring staff with high levels of personal character, chemistry, and competence are appointed within our services, who share and uphold our company values. The following measures are implemented to ensure a high standard of staffing is maintained.

- We are committed to ensuring the safety of all children and families in our care, and as such, management will ensure that procedures are in place to appropriately screen individuals for suitability prior to appointment into a role.
- We are dedicated to the development and provision of internal promotion opportunities for existing staff. As such, external advertising may not be required if an appropriate individual can be identified internally.
- Management aims to ensure that staff are recruited in a fair manner which is ethically and legally responsible, reflects equal opportunity legislation and aims to appoint the best person available for the position.
- As part of the recruitment process, all staff will be required to agree to uphold Christian values and ethos whilst employed, irrespective of their individual faiths and beliefs.

2. Responsible Person

- Management will ensure that a Responsible Person is always present at the service whenever the service is educating and caring for children.
- The Responsible Person will be either a person from the Approved Provider in a position of 'Management or Control', a Nominated Supervisor, or a person deemed appropriate to be in 'day to day charge' of the service.
- The Responsible Person will be appropriately experienced, qualified, and trained on the responsibilities of their position.

3. Supporting Staff

- Position descriptions will be provided to all staff upon employment.
- A Code of Conduct will be in place which outline expectations for all staff.
- An induction process will be implemented to ensure staff are aware of relevant policies and procedures, and to assist in their transition into the role.
- Ongoing personal and professional development opportunities will be provided to staff and volunteers where possible, especially in the area of child safety.

- Staff will be supported with regular feedback regarding their performance and development within their role.
- Clear procedures for dealing with complaints that seek resolutions in a transparent, fair, prompt, and positive manner will be maintained.
- To assist employees that wish to contact the regulatory authority, the contact details for ACECQA will be made available to them.

4. Rostering

- Management will ensure rosters factor in all relevant requirements including:
 - Correct ratios and effective supervision
 - Responsible persons
 - First aid trained personnel are onsite at all times children are
 - Adequate time for non-face-to-face activity requirements
- Consideration will be given to consistency and continuity of educators, when rostering, to support children's learning and wellbeing
- Management will ensure the service is appropriately staffed at all times to meet all requirements in relevant legislation.

5. Students and Volunteers

- Management will ensure procedures are in place for the participation of students and volunteers
- Parents and people from the local community are encouraged to volunteer to engage with the service and invest into the lives of the children and families
- Any volunteer over 18 years of age must have a volunteer's Working With Children Check number, and complete other relevant documents as necessary for reasonable operation of the service and child safety requirements.

POLICY VERSION AND REVISION INFORMATION



Authorised by CHAIRMAN (Board of Directors)

Current version 2

Last review Sep 2021