

Document Name	Document Version Number	Review Date
Children Services – Staffing Policy	1.0.2	October 2024
Date Adopted	Minute Number	Status
10 November 2021	6055	Revised

Purpose

The policy aims to guide Greater Hume Children Services team, service coordination staff and Educators in their responsibilities in relation to the following:

- i. Code of Conduct
- ii. Determining the responsible person present
- iii. Participation of volunteers and students

Scope

Approved provider, nominated supervisor, staff, educators

Definitions

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2016. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Person in Day to Day Charge (PIDTC) A PIDTDC is a responsible person under section 162 of the Law and is the point of contact for parents and staff. A service does not need to have a PIDTDC if a nominated supervisor or approved provider is the responsible person at the service

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Greater Hume Children Services have adopted The Code of Ethics, developed by Early Childhood Australia. The code provides a framework for reflection about the ethical responsibilities of early childhood professionals and underpins the core values, beliefs and practices within the service. The code outlines the ethical responsibilities of Educators and staff to identify and address bias, injustice and unethical practices.

The code is central to the philosophy of Greater Hume Children Services and the daily practices of its members. Staff of the service are employed by and also operate under the equal opportunity and code of conduct policies of the Greater Hume Shire.

The service will:

- i. ensure that the Early Childhood Australia Code of Ethics and/or the Greater Hume Shire Council Model Code of Conduct will guide staff and Educators on professional practice, interactions and relationships.
- ii. facilitate a culture whereby Greater Hume Children services team work collaboratively together. Staff and educators learning, and further developing their skills, practices and relationships.
- iii. ensure that all interactions between Greater Hume children service staff and Educators and other stakeholders convey mutual respect, equity and recognition of each other's strengths and skills.
- iv. determine the responsible person is in attendance at all times at the service. It can be approved provider, nominated supervisor or person in day to day charge.

- v. appoint an Educational Leader who is qualified and able to lead the development and implementation of educational programs in the service.
- vi. commit to assisting casual staff, students and volunteers to gain valuable experience and understanding of children's services and will ensure they are monitored and supervised.
- vii. stringently assess prior to registration to ensure they meet the qualities and characteristics to uphold the Code of Ethics and are a cross section of and reflect the values of our communities.

Links to Policy

- Greater Hume Child Protection Policy and Procedure
- Greater Hume Council Model Code of Conduct
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Engagement and Registration of Family Day Care Educators
- Monitoring Support and supervision of Family Day Care Educators
- Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises
- Visitors to the Family Day Care Residence and Venues
- Provision of Information assistance and Training to Family Day Care Educators
- Dealing with complaints

Links to Procedure

- Incident Injury Trauma and Illness Educator Procedure
- Incident Injury Trauma and Illness Office Procedure
- Excursions Procedure
- Child Safe Environment Educator Procedure
- Child Safe Environment Office Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
- Dealing with complaints

Links to Forms

Nil

References

- Early Childhood Australia: website sourced 23.4.12
[http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html/New South Wales Government Department of Premier and Cabinet](http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html/New_South_Wales_Government_Department_of_Premier_and_Cabinet)
- Equal Employment Opportunity: website sourced 23.4.12 <http://www.eeo.nsw.gov.au/>
- Guide to the National Quality Standard; Standard 4.2
- United Nations Rights of the Child <https://www.unicef.org/sop/convention-rights-child-child-friendly-version>

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

- Education and Care Services National Regulation 2016
- Education and Care Services National Law Act 2010
- Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook 2011-2012

Associated Records

Early Childhood Australia's Code of Ethics