CHILDREN IN THE WORKPLACE POLICY

QUALITY AREA 5 RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

QUALITY AREA 6 COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interactions with children
156	Relationships in groups
157	Access for parents

RELATED POLICIES

Anti-Bias and Inclusion Policy Behaviour Guidance Policy Code of Conduct Policy Child Safe Environment Policy	Enrolment Policy Interaction with Children, Family and Staff Policy Privacy and Confidentiality Policy Respect for Children Policy

PURPOSE

Our Service is committed in creating a supportive working environment for all employees and adhere to anti-discrimination practices for all children and families, free from bias. We recognise that family responsibilities are of the utmost importance and having your child attend the Service where you work is time efficient and provides flexibility and convenience. However, having your child attend the Service may also present its own unique set of challenges and concerns for various stakeholders, including other parents and service staff. It is therefore paramount, that clear communication and collaboration with management and employees is maintained to ensure a positive and successful workplace for educators and their child/ren. In order to balance work and family commitments, we support the enrolment of our employees' children within our Service. This includes all family relationships including biological children, adopted and fostered children, stepchildren, nieces and/or nephews.

We aim to have clear and defined roles for staff and educators to ensure we are maintaining a fair and equitable service for all children, staff and employees.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

In order to support work and family responsibilities, management will accept employees enrolling their children at the Service under the following conditions.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and National Regulations are met
- educators, staff, students and volunteers have knowledge of and adhere to this policy
- an *Employee Agreement-Children in the Workplace* is negotiated with the educator/parent to ensure compliance with our Code of Conduct and other Service policies
- an *Employee Agreement-Children in the Workplace* is signed to document that the employee has a clear understanding of the provisions available within the Service and how this will be reviewed to ensure best practice
- a safe work environment is provided to the employee and child, free of bullying and discrimination

- the enrolment continues to allow the Service to meet operational requirements regarding age and ratios (for example, if a service is approved for 29 children, they will not exceed this licensing requirement. If a child is 2 years of age and the service is approved for 3-5-year-old's only, the child will not be enrolled at the service as this will constitute a breach of licensing)
- the educator/parent provides all required documentation for enrolment as per *Enrolment Policy*
- the Service promotes a family-friendly working environment
- all children are treated equally and fairly
- no special provisions are made for the child of an employee that would not be available to other enrolled children
- the educator/parent responds to their own child's behaviour and the behaviour of other children in a fair and consistent way
- that the educator and child are not placed in the same room/group (where possible)
- educators maintain their professionalism towards the educator and child
- the educator/parent does not become a distraction for the child or other children, as this can cause a lack of focus or behaviour problems
- at predetermined dates a review is conducted to assess the effectiveness and suitability of the child and parent being at the Service together
- a staff discount for children of full-time and part-time employees who attend our programs. This discount is applicable only during working hours. Please note that the percentage of the discount will change during periods of annual leave. For detailed information regarding the staff discount percentages, please refer to the "Staff Discounts" section in the *Payment of Fees Policy*.The employee must still pay at least 5% of the gap fee. (casual staff do not receive a discount).

Educators will:

- maintain their professional boundaries
- be open and honest when discussing the child's development with the educator/parent
- be respectful towards the educator/parent and child
- collaborate and seek guidance from the educator/parent as per normal circumstances
- treat the child equally and fairly
- ensure there is no bias shown to the child of an employee at the service
- adhere to all mandatory reporting requirements (child protection, reportable conduct scheme)
- raise any concerns with management
- ensure enrolment and attendance records are kept up to date

- provide enrolment information for their child/ren as required including signing Complying Written Agreement (CWA) for any discount in fees (if applicable).

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Children in the Workplace Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

Source

Australian Children's Education & Care Quality Authority. (2024). *Guide to the National Quality Framework.*
Australian Government Department of Education. *Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022*
Australian Government Department of Education. (2022). Child care discount for early childhood workforce.
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).

REVIEW

POLICY REVIEWED BY	Krystle Hills	Centre Manager	23/10/2024
POLICY REVIEWED	OCTOBER 2024	NEXT REVIEW DATE	OCTOBER 2024
MODIFICATIONS	• annual policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required • Employee Agreement-Children in the Workplace added		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
October 2023	• annual policy maintenance • updated EYLF V2.0	SEPTEMBER 2024