RELIEF STAFF POLICY

Our Service aims to maintain continuity of education and care and abide by the Education and Care Services 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 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 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
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
84	Awareness of child protection law
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
170	Policies and procedures are to be followed

RELEVANT POLICIES

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Enrolment Policy Interactions with Children Families and Staff Policy Photograph Policy	Privacy and confidentiality Policy Recruitment Policy Respect for Children Policy Sleep and Rest Policy Staffing Arrangements Policy Tobacco Drug Alcohol Free Policy

SCOPE

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor, students and visitors of the Service.

PURPOSE

Our Service is committed to be a child safe Early Education and Care Service and embeds the 11 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

Our Service will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements and ensure all staff adhere to our Code of Conduct. 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.

- approved early childhood teacher qualification or

- proof of *actively working towards* at least an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification or holds an approved early childhood education and care diploma (see: ACECQA qualifications checker)
- or an individual who is registered (accredited in New South Wales) as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)
- current Working with Children Check; Vulnerable Person check or Police/Criminal Check
- 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 and Police/Criminal Check (may require international police check if have not lived in Aust. For minimum 10 years). All prospective applicants must declare they do not hold any prohibition notices preventing them from working with children.

Relief staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work.

ORIENTATION

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

- the Service's policies and procedures
- Code of Conduct
- Child Safe Standards
- Child Protection
- National Model Code and Guidelines
- 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
- privacy and confidentiality requirements

- Child Information Sharing Schemes
- behaviour guidance strategies implemented
- 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
- position description
- employment contract
- Code of Conduct
- copy of the Early Childhood Australia Code of Ethics
- employee details form
- employee immunisation record (minimum 2 COVID-19 vaccinations)

SERVICE REQUIREMENTS

Prior to relief staff commencing at the 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 and
    - approved emergency anaphylaxis management training,
    - approved Child Protection training
    - Mandatory Reporting Certificate
- Working with Children Check number and date of expiry; 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
- immunisation status - minimum 2 COVID-19 vaccinations

EMPLOYMENT COMMENCEMENT

- It is recommended 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 / Lead Educator
- Under the guidance of their Lead Educator, relief staff members are to introduce themselves to families, explain their position within the 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 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.

Pants/Shorts

- Dark pants/shorts/skirts to be worn.
- Skirts, dresses and shorts must not be any shorter (or longer) than knee length

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.
- Clothes must be suitable for movement, active play and messy play.
- No clothing with offensive logos or political statements are to be worn.

Footwear

- Shoes are enclosed with flat soles for safety
- 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 when the UV levels are high (as an example to children, for your own protection, and to comply with legislation)
- staff will be required to wear a wide brimmed hat (no caps)
- staff will be provided with sunscreen for use
- staff may wear sunglasses in the outdoor environment

ALCOHOL, TOBACCO AND OTHER DRUGS

- staff members are not permitted to consume alcohol, use tobacco or vape, or use 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 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.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Relief Staff Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
Australian Children's Education & Care Quality Authority. (2024). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2024). National Model Code for Early Childhood Education and Care.
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023
Fair Work: https://www.fairwork.gov.au/starting-employment/types-of-employees

REVIEW

POLICY REVIEWED BY	Krystle Hills	Centre Manager	11/02/2025
POLICY REVIEWED	February 2025	NEXT REVIEW DATE	February 2026
DECEMBER 2023	• annual policy maintenance • sources checked for currency and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
DECEMBER 2023	• annual policy maintenance • added QA4- Staffing Arrangements QA and Standards to policy • changes to NQF added- embedding National Child Safe Principles • added 'vaping' to alcohol, tabaco and drugs • sources checked for currency and updated as required		DECEMBER 2024