

# STAFFING

## QUALITY AREA 4



### PURPOSE

This policy will provide guidelines for engaging staff at Alfred Nuttall Memorial Kindergarten, including:

- employing sufficient numbers of educators to meet legislative, policy and service standards
- employing educators with qualifications and experience that meet legislative, policy and service standards
- providing appropriate supervision and support to staff and other adults at the service
- complying with legislation relating to Working with Children (WWC) Check, Victorian Institute of Teaching (VIT) registration and meeting Child Safe Standards.

This policy should be read in conjunction with the following service policies:

- Child Safe Environment and Wellbeing
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students



### POLICY STATEMENT

#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling a duty of care to all children attending the service
- providing accountable and effective staffing and management practices
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community
- employing educators according to legislation and funding requirements
- complying with relevant industrial agreements and current legislation in relation to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Worker Screening Act 2020
- continuity of educators at the service
- the further development of staff.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met in relation to staffing arrangements	R	R			
Ensuring that quality staffing practices are in place in line with the <i>National Quality Standard</i> , especially Quality Area 4 – Staffing arrangements	R	R			
Complying with the service’s <i>Code of Conduct Policy</i> at all times	√	√	√	√	√
Appointing nominated supervisor ( <i>refer to Definitions</i> ) who are aged 18 years or older, fit and proper and have suitable skills, as required under the <i>National Law, Section 161 (refer to Determining Responsible Person Policy) (Regulations 117C)</i>	R	R			
Ensuring that there is a person in day-to-day charge ( <i>refer to Definitions and Determining Responsible Person Policy</i> ) on the premises at all times the service is in operation ( <i>National Law: Section 162, Regulation 117A, 117B</i> )	R	R			
Developing rosters in accordance with the availability of responsible persons, staff qualifications, hours of operation and the attendance patterns of children	√	√			
Ensuring that the name of each nominated supervisor of the service is displayed and easily visible from the main entrance of the service ( <i>National Law: Section 172, Regulation 173</i> )	R	√			
Ensuring that children being educated and cared for by the service are adequately supervised ( <i>refer to Definitions and Supervision of Children Policy</i> ) at all times they are in the care of that service ( <i>National Law: Section 165(1)</i> )	R	R	√		√
Complying with the legislated educator-to-child ratios at all times ( <i>National Law: Sections 169, National Regulations: Regulations 122, 123, 357</i> )	R	R			
Ensuring that all staffing meets the requirements of <i>The Kindergarten Funding Guide (refer to Sources)</i> at all times the service is in operation	R	√			
Complying with relevant industrial agreement and current legislation relating to the employment of staff, including the <i>Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Worker Screening Act 2020</i>	R	√			
Following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the <i>Child Safe Environment and Wellbeing Policy</i>	R	√			
Employing the relevant number of appropriately-qualified educators ( <i>refer to Definitions</i> ) with ACECQA approved qualifications ( <i>refer to Background and Sources</i> ) ( <i>Regulations 126</i> )	R	√			

Employing additional staff, as required, to assist in the provision of a quality early childhood education and care program	R				
Ensuring that early childhood teachers, educators and other staff undertake appropriate induction following their appointment to the service	R	√			
Ensuring an early childhood teacher ( <i>refer to Definitions</i> ) is working with the service for the required period of time specified in the <i>Regulations 130 - 135</i> , and that, where required, a record is kept of this work ( <i>Regulations 152, 363</i> )	R	√			
Maintaining a record of early childhood teachers and educators working directly with children in accordance with <i>Regulation 151</i>	R	√			
Appointing an appropriately-qualified and experienced educator to be the educational leader ( <i>refer to Definitions</i> ), and ensuring this is documented on the staff record ( <i>Regulations 118, 148</i> )	R	√			
Ensuring that educators and other staff are provided with a current position description that relates to their role at the service	√	√			
Ensuring all early childhood teachers have a Victorian Institute of Teaching (VIT) certificate of registration.	R				
Maintaining a staff record ( <i>refer to Definitions and Sorces</i> ) in accordance with <i>Regulation 145</i> , including information about the responsible person, nominated supervisor, the educational leader, other staff members, volunteers and students. Details that must be recorded include qualifications, training, <i>Working with Children Clearance</i> as set out in <i>Regulations 146–149</i> .	R	√			
Complying with the requirements of the <i>Worker Screening Act 2020</i> , and ensuring that the nominated supervisor, educators, staff, volunteers and students the service have a current WWC Clearance ( <i>refer to Definitions</i> ) or a Victorian Institute of Teaching (VIT) certificate of registration (applicable to ECT only)	R	√			
Confirming the WWC Clearance or confirming VIT registration (applicable to ECT only) of all staff prior to their being engaged or employed as a staff member at the service	R	√			
Confirming the WWC Clearance of all volunteers prior to their being permitted to be a volunteer at the service	R	√			
Ensuring that a register of the WWC Clearance or VIT registrations is maintained and the details kept on each staff record ( <i>Regulations 145, 146, 147, 149</i> )	R	√	√		√
Determining who will cover the costs of WWC Clearance or criminal history record checks ( <i>refer to Definitions</i> )	√	√			
Ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected ( <i>refer to Participation of Volunteers and Students Policy</i> )	R	R			
Ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service ( <i>Regulation 120</i> )	R	√	√		√
Ensuring that all ANMK staff hold current approved first aid qualifications, anaphylaxis management training and emergency asthma management training ( <i>refer to Definitions</i> ). Details of qualifications and training must be kept on the staff record ( <i>Regulations 136, 145</i> )	R	√	√		
Developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly, and that	√	√			

staff are provided with the opportunity to update their qualifications prior to expiry					
Ensuring that staff records ( <i>refer to Definitions and Sources</i> ) and a record of ECT and educators working directly with children ( <i>refer to Definitions</i> ) are updated annually, as new information is provided or when rostered hours of work are changed ( <i>Regulations 145–151</i> )	R	√			
Ensuring that annual performance reviews of the nominated supervisor, early childhood teachers, educators and other staff are undertaken as per the <i>National Quality Framework 7.2.3</i>	R	√			
Reviewing staff qualifications as required under current legislation and funding requirements on an annual basis	√	√			
Ensuring that the nominated supervisor, early childhood teachers, educators and other staff, volunteers and students are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children ( <i>Regulation 83</i> ) ( <i>refer to Tobacco, Alcohol and other Drugs Policy</i> )	R	R			
Ensuring that all early childhood teachers, educators and staff have opportunities to undertake professional development relevant to their role as per the National Quality Framework	R	√			
Ensuring that the nominated supervisor, early childhood teachers and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws ( <i>Regulation 84</i> ) ( <i>refer to the Child Safe Environment Policy</i> )	R	√			
Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent	√	√			
Developing and maintaining a list of casual and relief staff to ensure consistency of service provision	√	√			
Ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.	√	√			



## Background and Legislation

### BACKGROUND

High quality services with qualified, skilled and supported educators have a long-term positive impact on the trajectory of children’s lives. Minimum qualification requirements are specified in legislation for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*The Kindergarten Funding Guide – refer to Sources*).

A current list of approved qualifications is available on the Australian Children’s Education and Care Quality Authority (ACECQA) website (*refer to Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator.

In addition, there are legislative requirements that there is at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service. These qualifications must be updated as required, and a copy of the qualifications must be kept on an individual’s staff record. As a demonstration of duty of care and best practice, ELAA recommends all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

Opportunities for professional development are crucial for all educators to ensure that their work practice remains current and aligned to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (*refer to Sources*).

Staff are required to actively supervise children at all times when children are in attendance at the service (*refer to Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, which are based on the qualifications of the educators, and the ages and number of children at the service. Only those educators working directly with children (*refer to Definitions*) can be counted in the ratio.

All educators and staff are required by law to have a current WWC Clearance or be registered with the VIT (*refer to Definitions*). It is also recommended that the nominated supervisor and staff with financial responsibilities also have a criminal history record check (*refer to Definitions and Sources*).

Child Safe Standard 6 requires organisations to have policies and procedures in place for the recruitment and pre-employment screening, supervision, appropriate induction, and ongoing supervision and people management is focused on child safety and wellbeing (*refer to Child Safe Environment and Wellbeing Policy*).

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Training Reform Act 2006 (Vic) (amended in 2014)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Worker Screening Act 2020
- Worker Screening Regulations 2021 (Vic)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Criminal history record check:** A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to Sources), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

**Suitably qualified person – long day-care only:** An individual who is ‘actively working towards’ (see Regulation 10 of the National Regulations) 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 OR An individual who is registered as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)



## SOURCES AND RELATED POLICIES

### SOURCES

- A sample staff record is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Department of Education and Training , The Kindergarten Funding Guide: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

- ELAA’s Early Childhood Management Manual contains additional information and attachments relating to staffing, including sample position descriptions, sample letters of employment and interview questions. Available from: [www.elaa.org.au](http://www.elaa.org.au)
- ELAA’s Employee Management and Development Resource: developed to support early learning services in the ongoing management and development of their employees at: <https://elaa.org.au/resources/free-resources/employee-management-development-resource/>
- The Commission for Children and Young People (2018), A Guide for Creating a Child Safe Organisation: <https://ccyp.vic.gov.au/assets/resources/New-CSS/A-guide-for-creating-a-Child-Safe-Organisation-190422.pdf>
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Victoria Police – National Police Record Check: [www.police.vic.gov.au](http://www.police.vic.gov.au)
- Victorian Early Years Learning and Development Framework: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Working with Children Check unit, Department of Justice and Regulation – provides details of how to obtain a WWC Check: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

#### RELATED POLICIES

- Administration of First Aid
- Anaphylaxis and Allergic Reactions
- Asthma
- Child Safe Environment and Wellbeing
- Code of Conduct
- Complaints and Grievances
- Curriculum Development
- Delivery and Collection of Children
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Supervision of Children

## PROCEDURES SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN

### Staffing Arrangements

1. ANMK follows the definition of “adequate supervision” which is implemented in kindergarten practices:

**Adequate supervision:** (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines (National Law 165). Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service.

Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children



- experience, knowledge and skill of each educator
  - need for educators to move between areas (effective communication strategies).
2. At times, when identified by the Nominated Supervisor as necessary for best practice, the staff ratios may be higher than that required, for example, on excursions

### **Staffing First Aid Qualifications**

ANMK employed Teachers and Educators (other than those employed under short term contract) will be paid for their time to attend approved first aid, anaphylaxis and emergency asthma management training. Where possible it is preferred that these trainings will be conducted outside of contact hours.

### **Staff Employment and Induction**

Educators and any other staff employed by ANMK should have the terms and conditions of their employment specified in writing at the time of commencing their employment. Once appointed, new employees will be given the appropriate employment letter which outlines hours of work, type of employment, wage components, planning times and other employment considerations such as probationary periods. The employee and committee will be required to sign the letter.

For new employees, ANMK conducts a police check in addition to onboarding paperwork. WWC check is reviewed every 3 months for all staff.

The Nominated Supervisor of the centre will be primarily responsible for the orientation of the new staff member, including providing copies of the following documentation - Philosophy Statement, Code of Conduct, Job Descriptions and Policies and Procedures. Links will be provided to access the National Law and National Regulations and National Quality Standards. The Director will ensure that all items on the orientation checklist are discussed and planning time requirements discussed. Contact details for staff members and committee members will be provided and the staff member given a thorough tour of the centre and allocated time to be thoroughly orientated to the service's policy and procedures.

Educators and teachers who are appointed in a supervisory role must complete 'fit and proper' requirements, including having a police check at that point in time. This will be paid for by ANMK. ANMK will also pay for all staff employed by ANMK (other than Teachers due to VIT registration including police check and WWCC renewal) to renew their WWCC, which requires renewal every five years.

### **Staff member's children attending the kindergarten**

**Staff** - If in the unlikely event a staff member would like their children to attend the kindergarten program, they need to apply to the committee in writing one month prior to the Centralised Waitlist cut-off date. This provides the committee time to review the request and hold the requested places for staff children if the committee deems this to be appropriate. To be eligible to apply, staff members must have been employed at ANMK for a minimum of 12 months.

Staff are not permitted to bring their own children to Kindergarten if they are sick or at an age where they will need supervision. At other times, e.g. school curriculum days, this will be at the discretion of the Nominated Supervisor and/or Approved Provider.

**Committee** – Given the inherent conflict of interest, staff members are not permitted to join the Committee of Management, even if their own child/ren are attending ANMK. However, any staff member who has children attending ANMK is encouraged to volunteer for sub-committees or for other voluntary support tasks similar to any other parent.

### **Responsibilities of the Nominated Supervisor**

The Nominated Supervisor of ANMK has responsibility for:

- the day-to-day operational decisions and organisation of the kindergarten
- the day-to-day supervision of staff and staffing issues
- providing the committee of management at each committee meeting with a concise operational report (involving issues of note to strategic operations such as compliance, finance, staffing, funding matters, enrolments, development opportunities, administrative issues or sector updates and changes)
- the day-to-day responsibility for the service in accordance with policies and procedures and the National Legislation and Regulations and National Quality Standards

### **Responsibilities of the Educational Leader**

The Educational Leader has responsibility for:

- fostering a shared vision for children’s learning and curriculum development
- leading the development, assessment and review of the education program, in partnership with all staff, families, children and the Committee of Management.
- providing leadership to staff on research, innovations and literature on early childhood education
- developing an environment amongst educators/staff at ANMK which promotes ongoing learning, review and innovation in teaching practice
- guiding other educators in their planning and reflection and mentor colleagues in their implementation practices
- working closely with the Nominated Supervisor if the educational leader role is the responsibility of a staff member other than the Nominated Supervisor
- promoting early childhood education to all members of ANMK and the wider community

### **Staff Records**

Staff must sign in and out daily on the time-sheet provided. The time-sheet is collated and passed onto the Payroll Officer at the end of each fortnight.

### **Staff Meetings and Planning time**

Staff members meet at least once per term for organised staff meetings. Planning times are organised so that each group team has reflection time together at least once per week.

Staff will engage in **one** professional development day together as a staff team and this may be scheduled on the non-student days held on the first and last days of the teaching year. If the staff day is to be held during a term it must be set at least 6 months in advance so that families have sufficient advance warning of the closure of the centre on that day.

Missed planning time, due to illness for example, can be rescheduled within a week, in agreement with the Nominated supervisor. This applies to teachers only and will not be deducted from the teacher’s sick leave.

### **Staff Appraisals**

Staff appraisals will be conducted annually by the President or assigned to a staffing sub-committee. At the start of the kindergarten year, staff are required to develop an annual work plan that is linked to the work plan for the kindergarten and identifies individual objectives, strengths, development opportunities and appropriate professional development activities (see below).

Staff appraisals will be undertaken against the individual work plan by the end of third term. A summary report will be presented to the committee on completion. The approved ANMK appraisal format will be used.

### **Professional Development**



Alfred Nuttall Kindergarten is committed to continually improving the quality of its kindergarten program and ultimately delivering improved educational outcomes for children. The kindergarten understands the link between the high quality education and the ongoing professional growth of teachers and educators, and therefore encourages, supports and invests in professional development for staff. The kindergarten sets aside 1.5 per cent of the combined teacher/educator salaries for extending and enhancing the skills and knowledge of staff.

Staff professional development opportunities are identified through the staff appraisal process, program and children needs and kindergarten priorities. Each year, staff are to identify the skills, knowledge and competencies they aim to acquire over the ensuing 12 month period and discuss and agree these with the staffing committee. Staff, in discussion with the Nominated Supervisor, are encouraged to identify workshops or training to attend as identified from the appraisal process. Professional Development requests are presented to the committee for approval.

Teachers are required to complete 20 hours of professional development training each year (before 30 September) to comply with their VIT requirements. These hours will be supported by paid professional development as identified during staff appraisal and agreed by committee.

Following completion of professional development, staff members are required to report back to colleagues and the committee and record completion in their individual work plan.

The kindergarten encourages staff to attend a joint professional development day, which also helps with team building.

### **Relief staff**

Regular Kindergarten staff will be contacted first and then the relief list will be contacted and lastly using an agency. An electronic staff record must be maintained for all staff members. When the kindergarten utilises ANMK Relief Staff. ANMK Relief Staff are those qualified teachers and educators who: (a) are known to ANMK (whether as a past ANMK staff member or reliever); (b) have up-to-date records (qualification certifications, WWC Check or VIT, police check, written acknowledgment of ANMK's policies, Code of Conduct and Privacy and Confidentiality Policy on file with ANMK; and (c) have their details entered into the ANMK payroll system. Payment of ANMK Relief Staff will be made following timesheet recording the hours worked and direct salary payment by the ANMK bookkeeper.

If the assistant educator is sick, he/she will contact the responsible person in charge of that group who will organise relief staff. If the teacher is sick, he/she will organise relief staff or contact the Approved Provider. If a replacement staff member cannot be found, the emergency staff absence policy comes into effect.

The relievers folder will contain information regarding:

- Hours and days of operation
- Staff hours of employment
- Location of policy document
- Evacuation procedures, including access to relevant keys
- Timetable/routines
- Emergency Committee Contacts
- Security system details
- Names of staff with current first aid training
- Names of services Primary Nominees and Nominees
- Location of Staff attendance record
- Access to the Children's enrolment records
- Location of the educational programme
- Information about children with special needs e.g allergies
- Location of Medication and accident book
- Location of Attendance book

## Emergency Staff Absence

During a Kindergarten session, an emergency staff absence can occur which is unplanned, sudden and unexpected.

In an emergency situation it's preferable that minimum child/staff ratio are maintained however, where a service is unable to meet minimum staffing requirements the Approved Provider must demonstrate that they have:

- provided maximum protection to the children
- taken every reasonable step possible under the circumstances
- worked through a prepared process such as the below *Recommended procedure*
- reviewed the emergency procedure after each emergency, thereby evaluating the effectiveness of the procedure under various circumstances.

### Recommended procedures:

1. The remaining staff member(s) direct the parent on duty to contact the Approved Provider, notifying them of the emergency and requesting their immediate presence.
2. (a) On arrival, the Approved Provider, preferably more than one Person's with Management Control, remain with the children and remaining staff member(s) to maintain child/staff ratio. Remaining Approved Provider Person's with Management Control or parent on duty ring the pool of relief staff.  
  
(b) In the event that the Approved Provider is unavailable, additional parent helpers need to be contacted and remain on the premises to supervise children, as it is important to maintain an adequate child/adult ratio to provide the maximum protection to the children in the service's care. The Approved Provider or parent helpers then immediately contact parents/guardians to collect their children.
3. If successful in obtaining relief staff, the Approved Provider remains until the relief staff member arrives.
4. If unsuccessful in obtaining relief staff, the Approved Provider must remain for the rest of the session.
5. It is then important to consider the length of the remainder of the session. Any length of time over approximately half an hour to one hour may be considered lengthy. If session is lengthy, the Approved Provider may need to consider contacting all parents/guardians or authorized nominees as identified on the child's enrolment record, to collect the children as soon as possible.

In circumstances where the staff absence is not an emergency (i.e. the Approved Provider has been given sufficient prior warning of the absence of staff) and relief staff cannot be obtained, it is necessary for the Approved Provider to notify all relevant parents/guardians that the session will be cancelled. The Approved Provider would endeavour to obtain staff for the following session.

If a staff member is delayed on the way to work, parents will be required to remain with their child until the Approved Provider or a Supervisor arrives. If the staff member is delayed for longer than a half hour, relief staff need to be organised and the emergency staff absence policy must be followed.

## Telephone Calls/Mobile Phones

Unless an emergency situation, taking personal telephone calls during session times is discouraged. If needing to make a personal call, staff are required to do this during non-contact time and reimbursement is required. Staff mobile phones are to be turned off and left in the office during session times. Parents, committee members, visitors are requested to be considerate in their use of mobile phones.

## Non-Contact Days

As per VECTEA, three non-contact preparation days per year are allocated. Staff employment hours on these days as specified in VECTEA.

## Staff Immunisation

Staff members may be exposed to diseases that are preventable by immunisation. Immunisation of staff is one effective way to manage the risk in the Kindergarten setting. The National Health and Medical Research Council recommends that staff members are immunised against Hepatitis A, Measles/Mumps/Rubella, Varicella (if not previously infected with chicken pox), Pertussis and to seek advice about Hepatitis B. If contracting an infectious disease, staff members must adhere to the exclusion requirements for infectious diseases.

Staff are strongly encouraged to have the annual influenza vaccination to help protect themselves and the kindergarten community from this highly contagious virus, which can be especially dangerous for elderly people, pregnant women, Aboriginal and Torres Strait Islander people and very young children, as well as for people with underlying medical conditions. This will be paid for by the kindergarten on provision of a receipt.

For information about influenza see:

[Seasonal influenza vaccine](#)

Summary of items covered by committee (on presentation of a receipt):

- ANMK employed Educators and Teachers attending approved first aid, anaphylaxis and emergency asthma management training
- All ANMK employed staff (other than Teachers) WWC Check every 5 years
- All ANMK employed staff Annual influenza vaccination

## Staff Concerns

If staff members have any concerns regarding their work arrangements, policies and procedures or the programs and services at Alfred Nuttall Memorial Kindergarten, they are encouraged to raise these initially with the responsible person of their group and/or the Nominated Supervisor and then if required, with the Approved Provider (Committee of Management). Concerns may be expressed verbally or in writing and may also be raised directly with the Approved Provider. If possible, staff members will work together to resolve any issue involving the staff team and day to day operation of the program. If required, the Grievance Procedure in the Victorian Early Childhood Teachers and Educators Agreement will then be utilised to ensure further resolution.

## Delegation of Authority

### *1. Purpose*

The purpose of this delegation of authority is to allow certain approved individuals to undertake URGENT or IMMEDIATE action in situations where it is not possible for a matter to be dealt with by the Approved Provider. For example, to undertake immediate action to ensure the health and/or safety of children in accordance with Legislation or Regulations.

The purpose of this authority is to allow temporary and/or limited action to be taken in order to remove or deal with an immediate hazard, threat or risk until the matter can be dealt with by the Approved Provider.

### *2. Procedure*

Where circumstances exist that require an urgent or immediate response, authority to determine and take appropriate temporary and/or limited action:

- Initially resides with the Approved Provider
- Where the Approved Provider is not available, authority is then delegated to the Nominated Supervisor, or in their absence, a Supervisor.

Guidelines for exercising delegated authority in situations that require urgent or immediate action are set out below.

**3. Determine need for immediate or urgent action:**

It is necessary to determine whether IMMEDIATE ACTION is necessary. This will commonly relate to potential breaches of Legislation or Regulations that threaten the health and/or safety of children.

**4. Delegated Authority:**

This delegation of authority can only be exercised where it is not possible for a matter to be dealt with by the Approved Provider due to circumstances that require urgent or immediate action: for example in order to ensure the health and/or safety of children in accordance with the Legislation or Regulations.

The purpose of the authority is to authorise temporary and/or limited action which will remove the immediate hazard, threat or risk until the matter can be dealt with by the Approved Provider. Therefore the Approved Provider:

1. authorises the expenditure of up to \$200.00
2. authorises decision making responsibility to be exercised by
  - Firstly, the Approved Provider; and
  - Secondly, where the Approved Provider is not available, to the Nominated Supervisor or in their absence, a Supervisor.

**IS IT URGENT?**

**YES**

**NO**

**IMMEDIATE ACTION NECESSARY**

**IMMEDIATE ACTION NOT NECESSARY**

Determine circumstances exist that require immediate action, for example to ensure health and/or safety of children.

Circumstances exist that require action, however, it is not necessary to take immediate or urgent action.

1. Firstly contact the Approved Provider. The Approved Provider will decide what temporary or limited action is necessary to remove the immediate threat, risk or danger.
2. Secondly, where the Approved Provider is not available the Nominated Supervisor or in their absence, a Supervisor will decide what temporary or limited action is necessary to remove the immediate threat, risk or danger. In this situation an immediate report, as soon as possible, will be made to the Approved Provider.
3. Report back in writing to the Approved Provider as a priority on the action taken and why. The Approved Provider will then act on this matter as appropriate

1. Refer to the Approved Provider verbally with a follow up report in writing.
2. Approved Provider deals with matter as appropriate.
3. Approved Provider implements any necessary action, eg: policy changes. specific actions
4. Approved Provider will advise staff and others, where relevant in writing, as appropriate, of outcomes

**5. Delegation of Authority form**

- Date:
- Supervisors Name:
- Approved Provider Member(s) that were attempted to be contacted: Issue of concern:
- Action taken:
- Cost incurred (if any):
- Signed:





### Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly check staff records to ensure WWC Clearance and qualifications are current and complete
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).



### Attachments

- Nil



### Authorisation

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 2 May 2023

**REVIEW DATE:** May 2024