

Document Name	Document Version Number	Review Date
Staffing Policy	1.0.1	September 2019
Date Adopted	Minute Number	Status
20 September 2017	4819	Re Adopted, No Alterations

### **Purpose**

The policy aims to guide Greater Hume Children Services staff members 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**

Staff and management, Educators and Relief 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.

**Certified Supervisor:** is the responsible person under the Education and Care Services National Regulations when the Nominated Supervisor is unavailable. The Certified Supervisor has agreed to the position and the specified terms under which they take the position of responsible person.

**Educational Leader:** the educational leader leads the development and implementation of educational programs in the service. The Service Manager has agreed to the position of educational leader 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 Educators, coordinators and staff members work collaboratively to further develop their skills, practices and relationships.
- iii. ensure that all interactions between service staff and Educators between each other and towards other stakeholders convey mutual respect, equity and recognition of each other's strengths and skills.
- iv. determine the responsible person available being either the Nominated Supervisor or responsible Certified Supervisor.

- 
- 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 students and volunteers gain valuable experience and understanding of children's services and will ensure they are monitored and supervised.
  - vii. stringently assessed 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 Shire Child Protection Policy and Procedure  
Greater Hume Shire 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

### **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

### **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](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.eeo.nsw.gov.au/) Equal Employment Opportunity: website sourced 23.4.12  
<http://www.eeo.nsw.gov.au/>  
Guide to the National Quality Standard; Standard 4.2

### **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

### **34T**

Nil