

## C10. STAFFING REQUIREMENTS

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

### Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

### Principle

The IAC recognises and understands that professional, well trained and nurturing staff have a positive impact on the social, emotional and behavioural development of children in our care.

The IAC will ensure that its staff assessment, recruitment, training, supervision and appraisal processes meet the requirements of the Children (Education and Care Services) Supplementary Provisions Regulation 2012 and other human resources policies and legislation.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that children under our care are cared for in safe, nurturing environments that meet the requirements of current legislation and guidelines.

### Employment Related Acts

The IAC will ensure that we comply with all relevant legislation and guidelines related to the employment of staff including the NSW Anti Discrimination Act, the Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI), Fair Work Australia Awards, NSW Occupational Health and Safety Act 2000, the Sex Discrimination Act 1984 and the Human Rights and Equal Opportunity Commission Act 1986

### Allocation of Staff between services

Staff of our childcare services are employed by the Illawarra Aboriginal Corporation and while staff members may generally work at one service location (Noogaleek or Winnanggay), the Coordinator of our childcare services may allocate staff to either service location for specified times based on requirements, availability, skills, training and qualifications.

### Employment of Staff

*C(E&CS)SPR 2012 Regulation 49*

*The IAC will ensure that:*

- we do not employ a person as a member of the primary contact staff for the service unless the licensee is satisfied that the person is a fit and proper person to be a member of the primary contact staff
- conduct employment screening of a preferred applicant for child-related employment
- prohibit a person convicted of a serious sex offence from applying for, undertaking or remaining in child-related employment
- each person whom we do employ or propose to employ as an educator has:
  - ◊ an understanding of the principles set out in the Act and Regulations
  - ◊ an understanding that the environment of our service must be safe for children
  - ◊ a basic knowledge of the stages of physical, emotional, cognitive, social and cultural development of children
  - ◊ a basic knowledge of activities and learning experiences that are appropriate for the various ages and stages of development of children
  - ◊ a basic knowledge of the health, hygiene and nutrition needs of children
  - ◊ except in the case of a trainee, experience in caring for children
- all primary contact staff for the service understand their responsibilities under child protection legislation

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### Nomination of supervisor

C(E&CS)SPR 2012 Regulation 50

*The IAC will ensure that we do not:*

- nominate more than 2 certified supervisors as nominated supervisors of our service at any one time, unless approved by the Regulatory Authority

### Qualified Staff

C(E&CS)SPR 2012 Regulation 51

*The IAC will ensure that:*

- the following number of teaching staff members are in attendance at the premises of the service while the service is being provided:
  - ◊ 1, if there are 30 or more but less than 40 children being provided with the service,
  - ◊ 2, if there are 40 or more but less than 60 children being provided with the service,
  - ◊ 3, if there are 60 or more but less than 80 children being provided with the service,
  - ◊ 4, if there are 80 or more children being provided with the service.

*The IAC will ensure that at all times while a child under 2 years of age is in attendance at least one primary contact staff member is in attendance at the service who:*

- is an enrolled nurse who has obtained a Certificate III from a registered training organisation on completion of a course in Children's Services, or
- is a registered nurse who has had previous work experience in providing an education and care service or has another approved qualification, or
- has obtained:
  - ◊ a Child Care Certificate, a Certificate of Child Care Studies or an Associate Diploma of Social Science (Child Studies) from a TAFE establishment, or
  - ◊ a Diploma of Children's Services (Early Childhood Education and Care) or a Diploma of Community Services (Children's Services) from a registered training organisation, or
- has some other approved qualification

### Qualified Staff (cont)

C(E&CS)SPR 2012 Regulation 51

*The IAC will ensure that the following persons are in attendance at our service while there are children in attendance:*

- at least one person who has a current approved first aid qualification
- at least one person who has completed approved anaphylaxis management training
- at least one person who has completed approved emergency asthma management training

### Staff to child ratios

C(E&CS)SPR 2012 Regulation 52

*The IAC will ensure that:*

- all educators included in calculating the educator to child ratio of a centre-based service are working directly with the children at our service
- we have the following numbers of primary contact staff based on the ages of children being provided with childcare
  - ◊ 1:4 for children under 2 years of age
  - ◊ 1:8 for children from 2 to 3 years of age
  - ◊ 1:10 for children 3 years and older
- we will always have at least 2 primary contact staff on site while children are being provided with childcare
- we do not count trainees in the primary contact ratios unless the majority of primary contact staff (and at least two staff) are not trainees
- we have staff ratios that apply to the youngest child in any particular group of children being provided with childcare

### Teacher illness

*The IAC will ensure that:*

- if a teacher is absent from our service because of short-term illness or annual leave (but not maternity leave or other long absences), the following persons may be counted as a teacher during that absence:
  - ◊ a person who holds an approved diploma level education and care qualification
  - ◊ a qualified primary school teacher

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### Cooking staff

*C(E&CS)SPR 2012 Regulation 53*

*The IAC will ensure that:*

- we employ a qualified cook where meals are prepared and provided to our children
- the cook is available for the period necessary to prepare the meals and to clean the preparation area (kitchen)
- the cook holds a certificate attesting to their successful completion of a basic training course in food safety and nutrition that:
  - ◊ complies with guidelines issued by the Director-General from time to time, and
  - ◊ is provided by a registered training organisation
- the cook's certificate is displayed on the premises in a prominent position

### Additional Staff

*C(E&CS)SPR 2012 Regulation 54*

*The IAC will ensure that:*

- we employ sufficient additional staff with suitable qualifications to complete necessary functions for the childcare service
- we employ any additional staff with relevant qualifications as directed in writing by the Director General

### Supervision by Nominated Supervisor

*C(E&CS)SPR 2012 Regulation 55*

*The IAC will ensure that:*

- that our nominated supervisor has the overall supervision of the provision of the service
- records are made and kept up to date of the name of the nominated supervisor who has the overall supervision of the provision of the service at any time the service is operating
- our nominated supervisor is, each week, present on the service for no less than 50% of the time that the service is provided

### Use of volunteers

*C(E&CS)SPR 2012 Regulation 56*

*The IAC will ensure that any educator at the service who is under 18 years of age, or student on a practicum or any volunteer:*

- does not work alone at the service
- is adequately supervised at all times by an educator who has attained the age of 18 years and who holds or is actively working toward an approved diploma level education and care qualification
- will not be counted in the primary contact childcare ratios
- will be accompanied by primary contact staff whenever in the presence of children
- will be covered by appropriate insurance arrangements
- will undergo relevant probity checks as a licence condition, or under Part 7 of the *Commission for Children and Young People Act 1998*.

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### COMPLIANCE

*This policy complies with:*

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

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### REFERENCES

*This policy should be read with:*

- C(E&CS)SPR 2012 - Part 4 Staffing requirements (Regulations 49-56)