

C18. STAFF AND VISITOR RECORDS

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 it must keep appropriate and up to date records of staff, staff training and staff qualifications and ensure that staff maintain their qualifications and training so that they can provide the highest level of care for the children at our service.

The IAC will ensure that it meets the requirements of the Children (Education and Care Services) Supplementary Provisions Regulation 2012 and other human resources policies and legislation in regard to the keeping records of staff caring for our children.

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.

*Daily Nominated Supervisor

The IAC will ensure that the Nominated Supervisor for each day of service operation:

- is a Certified Supervisor
- has completed a "Nominated Supervisor Consent Form
- will normally be the Early Childhood Teacher and/or the Service Coordinator unless they are not present on the day, in which case the Nominated Supervisor will be the next available Certified Supervisor on the Morning Shift
- will indicate in the daily sign in book that they are the Nominated Supervisor for that day
- will display in the Service foyer that they are the Nominated Supervisor for that day

Staff record

C(E&CS)SPR 2012 Regulation 93

The IAC will ensure that:

- a staff record is kept for that service in accordance with the Children (Education and Care Services) Supplementary Provisions Regulation 2012
- full name, address and date of birth of nominated supervisor and other staff
- evidence of their relevant qualifications or of their enrolment and progress toward achieving relevant qualifications
- evidence of approved training (including first aid training) completed
- the name of the person currently designated as the educational leader
- the name of the responsible person at each time that children are in our care

First Aid Qualifications

C(E&CS)SPR 2012 Regulation 93

The IAC will ensure that at all times while our service is operating we have at least one educator that is immediately available in an emergency who:

- holds a current approved first aid qualification (including training in emergency life support and cardiopulmonary resuscitation, convulsions, poisoning, respiratory difficulties, management of severe bleeding, injury and basic wound care and the administration of an auto-immune adrenalin device)
- has undertaken anaphylaxis management training
- has undertaken emergency asthma management training

NB One person may hold all qualifications

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Staff attendance

C(E&CS)SPR 2012 Regulation 93

The IAC will ensure that:

- we keep an up to date record of the attendance of each member of staff, casual employee or contractor including their full name and times of arrival and departure
- attendance records are signed by the staff member as soon as practicable after their arrival and before their departure
- we keep an up to date roster detailing the hours to be worked by each staff member, casual employee or contractor

Visitors, Students and Volunteers

C(E&CS)SPR 2012 Regulation 93

The IAC will ensure that:

- we keep an up to date record of the attendance of each visitor, student or volunteer including their full name and times of arrival and departure
- we keep records of the name, address and date of birth of volunteers and students

Record of Access to Teachers

The IAC will ensure that we keep a record of:

- the period that an early childhood teacher is working with the service
- the periods that the early childhood teacher is working directly with children and is not working directly with children

Record of educators working directly with children

The IAC will ensure that we keep a daily and weekly record of educators working directly with children that includes the following information:

- the name of each educator who works directly with children
- the hours that each educator works directly with children

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

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 7 Administrative requirements - Division 2 Records (Regulations 92-94)