

## SECTION 6: STAFFING

<https://oscarshare.parra.catholic.edu.au/Workgroups/SS/Employment%20Documents/Forms/AllItems.aspx>

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## 6.0 STAFFING

### 6.1 STAFF RECRUITMENT POLICY

#### 6.1.1 Aim

To ensure equity in the employment of staff for the Catholic Early Learning Centre.

#### 6.1.2 Equal Employment Opportunity

To ensure that equal opportunity principles are followed in all areas of staff recruitment, induction and management, the CEDP complies with the Workplace Gender Equality Act 2012, the reporting requirements and best practice in the workplace. These are stipulated in the Countering Discrimination, Harassment and Bullying Policy available on Policy Central on OSCAR (Appendix 1).

Some exemptions apply because of the inherent requirements of employment in a Catholic setting.

In order to find the best applicant/s for the position, the recruitment process focuses on matching the best candidate with the requirements of the role.

#### 6.1.3 Recruitment Process

To ensure equity in the employment of staff for the Catholic Early Learning Centre.

	<b>Process steps</b>	<b>Responsibility</b>
1	Vacancy notified by CELC Director to Head of Early Learning and Care	CELC Director
2	Completion of Recruitment Approval Form and forwarded to Finance (Payroll accountant)	CELC Director
3	Head of Early Learning and Care seeks approval from Director of Enterprise Services	Head of Early Learning and Care
4	Head of Early Learning and Care provides signed and approved Recruitment Approval Form to People and Culture	Head of Early Learning and Care
5	<ul style="list-style-type: none"> <li>People and Culture prepares advertisement and forwards to Advertising agency (if appropriate) for placement in various avenues of advertisement.</li> <li>The ads are then placed on the Intranet/ CEDP website and Teachers on Net with application information package for downloading.</li> </ul>	People and Culture
6	Applications received and acknowledged by People and Culture	People and Culture
7	Panel formed with shortlisting and interview dates confirmed venue, catering and parking also confirmed (if in CEDP)	People and Culture
8	Shortlisting documents prepared and sent to panel prior to shortlisting date.	People and Culture
9	Dates and room booking for Shortlisting and Interviews confirmed and booked (if in CEDP)	People and Culture
10	Panels composition completed: <ul style="list-style-type: none"> <li>CELC Director</li> <li>Head of Early Learning and Care</li> <li>Peer CELC Director</li> <li>Parent Representative</li> <li>People and Culture Representative</li> </ul>	

11	<ul style="list-style-type: none"> <li>• Briefing to panel on process emphasising confidentiality</li> <li>• Determine applicants to be interviewed (max. of 4 people)</li> <li>• Feedback for unsuccessful applicants documented and return to People and Culture</li> </ul>	Chairperson
12	Unsuccessful applicants informed by email	People and Culture
13	Applicants rung and invited to interview and a confirmation email sent with request to provide statements of services and copies of qualification(s) signed by a Justice of the Peace	People and Culture
14	People and Culture forwards statement of service and qualifications to Payroll Officer	People and Culture
15	Payroll Officer classifies candidates to be interviewed and provides details to People and Culture.	Payroll Officer
16	People and Culture provides classification details to Panel Members and this determines salary to be offered.	People and Culture
17	<b>Interview</b>	
	<ul style="list-style-type: none"> <li>• Strengths and Concerns of all applicants noted</li> <li>• Ranking form completed</li> </ul>	Chairperson
18	<ul style="list-style-type: none"> <li>• Referee reports are requested for preferred applicant only including CP referee questions</li> <li>• Reports are documented and returned with all paperwork to People and Culture</li> </ul>	Chairperson
19	Appointment signed off and approval to offer position	Director Enterprise Services
20	Successful applicant is called and made a verbal offer of employment	Chairperson
21	Unsuccessful applicants are notified by phone	Chairperson
22	Letter of appointment prepared and signed by Head of People and Culture	People and Culture
23	An entry notification email sent to ICT with starting date and login requirements	Payroll
24	Induction and orientation with relevant CEDP policies/online training	CELC Director
25	For CELC Director appointments CEDP provides induction and orientation	Head of Early Learning and Care

#### 6.1.4 Termination Notice

<ul style="list-style-type: none"> <li>• Employees to provide written resignation letter to CELC Director.</li> <li>• CELC Director forwards resignation letter and Notice of Completion Form to Head of Early Learning and Care, Payroll Officer, People and Culture and Payroll Accountant.</li> <li>• Payroll processes Termination.</li> </ul>	<p>CELC Director</p> <p>Payroll</p>
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#### 6.1.5 Contractual Changes

All requests for changes to contracts and conditions must be submitted in writing by the applicant to the CELC Director.

CELC Director seeks written approval from the People and Culture. Following approval:

CELC Director

CELC Director must complete "Change of Employment Notice" Form and submit the form to Payroll, People and Culture and Payroll Accountant.

People and Culture issues change of conditions letter to applicant with a copy to Payroll Officer.

People and Culture

**Note:**

CELC Directors are required to include payroll in all correspondence that affects the pay of any CELC staff member.

CELC Director

**Note:**

**Change of Employment Form and Notice of Completion Form can be found at**  
<https://oscarshare.parra.catholic.edu.au/Workgroups/SS/Employment%20Documents/Forms/AllItems.aspx>

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<b>Date</b>	<b>Who was involved</b>
July 2012; October 2013; March 2014; March 2015; March 2016	Catholic Education Diocese of Parramatta: CEDP, CELC Directors, CELC staff; consultants; parents/carers
<b>NEXT REVIEW DATE:</b>	October 2017

## 6.2 STAFF ADMINISTRATIVE POLICY

### 6.2.1 Aim

To ensure that all staff are caring, loyal and capable members of our team who will bring different qualities and experiences to implement our CELC philosophy.

### 6.2.2 Staff Qualifications

Under the *Education and Care Services National Regulations (2011)*, it is a requirement that all staff have the appropriate qualifications to carry out the duties that are expected of them as educators. All staff employed at the CELC are required to provide copies of any formal qualifications and current first aid, asthma, and anaphylaxis management certificates. The CELC requires that all qualifications must be certified by a Justice of the Peace. These copies will be kept on the staff member's People and Culture file<sup>1</sup>.

### 6.2.3 Staffing at Catholic Early Learning Centres

- Staff are employed under the awards and conditions as stipulated in their employment contract.
- Staff are employed for up to 38 hours per week to be worked usually between 8am and 4pm, Monday to Friday during school terms.
- Early Childhood Teachers must possess Degree in Early Childhood Teaching or Education
- Child Care Workers – must possess Certificate III in Children's Services or Diploma in Children's Services
- Trainees – must be studying toward the Certificate III or Diploma in Children's Services<sup>2</sup>.

### 6.2.4 Working with Children Check

All staff working in child-related employment are required to complete a Working with Children Check (WWCC) prior to commencing work. The Office of the Children's Guardian request that any person working with children and young people complete the following process:

How do I apply for the new WWCC?

You only need to apply for one WWCC. If you have a paid job and a volunteer role working with children, the Check for paid workers will cover you for both.

Step 1: Fill in an online application form:

- Go to [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and fill in an online application form. If you do not have access to the internet, please call (02) 9286 7219.
- Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.

Step 2: Present proof of your identity

- Go to a branch of the Roads and Maritime Services; RMS (previously the NSW motor registry or NSW Council Agency that offers RMS services with:
- Your application number; and
- Your proof of identity

You must have both of these items for your application to proceed.

If you are in paid work, you will be required to an \$80 fee for a five year clearance.

<sup>1</sup> *Education and Care Services National Regulations (2011)*, Clause 136-137.

<sup>2</sup> *Education and Care Services National Regulations (2011)*, Clause 126, 132.

You will not be required to prove that you are a volunteer or paid worker. Your application number will tell the Customer Service at the NSW motor registry or Council Agency which type of Check you have applied for.

For further information, please refer to the 'Employment Screening' page on OSCAR.

#### **6.2.5 Staff Orientation**

All new staff members will be given an orientation prior to their commencement in the CELC. This will be carried out by the Director. The orientation process will include the following information:

- Discussion of their professional code of conduct, duty of care and expectations of their position at the CELC;
- Overview of the policies and procedures relating to the CELC operations and how to access them;
- Discussion of the CELC philosophy and curriculum and their role in following their ethos;
- General conditions of employment set out by Catholic Education, Diocese of Parramatta will be introduced;
- Information provided regarding the staff appraisal process;
- Expectations of commitment to quality teaching and education;
- Be familiarised with the Regulatory Authority law and regulations governing the CELC and will be expected to adhere to these;
- Staff will be expected to maintain and improve their skills through participation in staff training and development opportunities;
- Staff will be expected to dress according to the CELCs dress code;
- Staff must not attend work under the influence of drugs or alcohol
- Staff are not permitted to smoke within the CELC precinct.
- Staff are not permitted to consume alcohol whilst on duty;
- Staff must not attend work when they are unfit to do so due to injury or sickness and must inform the CELC as soon as possible;
- Staff will only use suitable language that is not offensive to other staff, parents and children;
- Staff will comply with the Confidentiality policy.

#### **6.2.6 All Staff will receive a package which includes (People and Culture)**

- Letter of offer which includes employment conditions and job description
- Tax declaration form
- Authorisation for direct deposit of salary form
- Fair Work Information Statement
- Information regarding superannuation
- Information regarding salary packaging
- Information regarding Working with Children Check

All other information, policies, procedures and guidelines can be accessed on OSCAR or in hard copy at the CELC.

#### **6.2.7 Confidentiality and Privacy**

Confidentiality and privacy are to be observed in line with legislation, the Education and Care Services National Regulations<sup>3</sup> and CEDP policy and procedure (available on OSCAR (Appendix 2)). These guidelines apply to anyone employed by or visiting CEDP, including casual and temporary staff members. All information is to be stored in accordance with these policies. All sensitive and personal information on each child is to be kept in a locked cabinet in the office. Staff can access these files on a need to know basis. Access to this information may only be obtained after consultation with the Director.

<sup>3</sup> *Education and Care Services National Regulations (2011)*, Clause 181

### 6.2.8 Staff Meetings and Communication

Formal staff meetings will be conducted at least once a month. Attendance at staff meetings is compulsory and minutes will be recorded at every meeting. These staff meetings will be held at the end of the preschool day and will run for at least 1 hour. Staff communication will take place in a number of ways, such as through staff communication books, daily communication after the end of the day to discuss and evaluate the day, messages via the message book, each staff member is required to check these at the beginning of every day.

### 6.2.9 Staff Development

Staff are required to attend at least two professional development workshops each year. These may be held inside or outside working hours. After attending an in-service, staff are required to share information obtained at the in-service to help inform all other staff members at the CELC. They also need to supply a copy of the certificate of attendance which will be copied and placed in the staff member's People and Culture file. The CELC will cover the cost of any professional development and training attended by staff providing it is reflective of CELC practices and has prior approval by the Director.

### 6.2.10 Relief Staff

Staff unable to attend their rostered shift must notify their Director as soon as possible. This aids the Director in organising relief staff.

The Director will inform the staff on the day of another staff member's absence but will maintain the staff member's right to confidentiality regarding the conditions of their absence. The Director will then employ a suitable person to cover for the staff member to comply with correct staff/child ratios.

Relief staff will be chosen based on their merits and their qualifications. Relief staff will be given a brief orientation, including the emergency procedures. Relief staff will also be made aware of the allergy chart, routines of the room and CEDP/ CELC policies and procedures.

### 6.2.11 Work Health and Safety

Under the NSW Work Health and Safety Act 2011 employees have the responsibility to draw their employer's attention to health and safety hazards in the workplace. The employer then has the responsibility to act in a timely manner and rectify the hazard. WHS training online is mandatory for all staff and all certificates are to be sent into the CEDP and a copy kept on People and Culture file at the CELC.

### 6.2.12 Workers Compensation and Return to Work

All staff injuries are to be recorded on a Register of Injury (as provided by CEDP) and reported through OSCAR in the Injury Management tool. All appropriate documentation is to be completed as close to the time of the injury by the injured staff member and/or anyone who witnessed the incident.

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<b>NEXT REVIEW DATE:</b>	October 2017



## 6.3 STAFF DEVELOPMENT AND TRAINING POLICY

### 6.3.1 Aim

To support staff members with development and training in early childhood education and care. To ensure that training and development is available to all staff to further their skills and knowledge in the industry.

To ensure that new knowledge gained through professional development is shared and utilized in the learning environment. To ensure that staff have the knowledge to perform their role effectively and to improve work performance.

It is an expectation that staff perform their duties outlined in their job description to the best of their ability and in a professional manner. The CELC and the Catholic Education Office will support all staff in their growth and development in early childhood. Development and Training will be viewed as a responsibility between staff and management.

Open and on-going communication between staff and their supervisor about their work and their development as a professional occurs throughout the year. This will happen through a range of opportunities such as training, access to resources internal and external, mentoring through more qualified staff and professionals, through informal feedback and discussion and through formal, such as an annual Staff Evaluation/ Staff Appraisal process.

The formal appraisal process is an important tool for continuous quality teaching and quality improvement for the staff. It is a two-way process and the formal process is a summary of areas for improvement identified during the previous year, by the staff member and their supervisor, plus plans for the coming year. Templates for the appraisal for CELCs has been developed and is currently managed by the CEDP.

### 6.3.2 Purpose of Staff Evaluation/Appraisal

- To improve work performance
- To assist staff to understand the expectations of their role
- To identify areas of strength and areas for improvement
- To set realistic goals to attain personal improvement and growth
- To gain access to information through a variety of avenues to enable the staff to extend their knowledge and improve themselves

### 6.3.3 Staff Appraisal Process

- The staff and the CELC Director work through the appraisal process together with People and Culture supporting the process.
- The CELC Director and staff member work through the appraisal process together.
- During induction, staff become familiar with the document and process.
- Appraisals are carried out annually.
- New staff will be involved in the process after their 3-month induction period.
- Staff are given the appraisal forms a month before the agreed discussion time and both Director or delegate of the Director and staff complete the form at least three (3) days before the agreed meeting date.
- At the discussion meeting, both work through the questions and the supervisor records the issues and details discussed.
- Identify and record any issues of disagreement on the appraisal format.
- Each person signs the completed form as a form of agreement.
- Record whether a review of the process or content by a CEDP member is requested, by whom and why it is requested.
- Unless another review is requested, original copies are placed in the staff member's People and Culture file to inform subsequent reviews. A copy is provided to the staff member.
- All discussions and related documents are confidential.
- Staff Appraisal will be in accordance with Catholic Education Office, Policy and

Procedures under the umbrella of People and Culture.

- CELC Directors are required to contact People and Culture to discuss and implement the process.

#### 6.3.4 In-services and Training

- Staff are required to attend at least two professional development workshops each year. These may be held inside or outside working hours. After attending an in-service, staff are required to share information obtained at the in-service to help inform other staff members at the CELC. They also need to supply a copy of the certificate of attendance which will be copied and placed in the staff member's personal file. The CELC will cover the cost of any professional development and training attended by staff providing it is reflective of CELC practices and is approved by the Director.
- Staff are encouraged to extend their professional development and the performance appraisal will inform the types of in-services that staff should pursue.
- Staff will also be expected to participate in parent evenings to gain knowledge and development in areas that are available to the parents.
- Staff are encouraged to access the training calendar available on OSCAR.

#### 6.3.5 WHS Training

People and Culture is responsible for ensuring that WHS modules are available on WHS on-line. For access, password or login difficulties, CELC Directors are to contact People and Culture.

The induction training will consist of:

- Completing WHS training OnGuard online at Oscar Work Health and safety (WHS) <https://oscarwiki.parra.catholic.edu.au/confluence/pages/viewpage.action?pageId=52953496>
- How to report an incident or accident.
- Who to report incidents or accidents to.
- Emergency and fire drill procedures.
- Access to WHS policies and procedures.
- Records of training and qualifications will be documented and place in the individual's staff file.

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<b>NEXT REVIEW DATE:</b>	October 2017

## 6.4 STUDENT AND VOLUNTEER POLICY

### 6.4.1 Aim

To ensure the health and safety of the children while students and volunteers are working within the CELC. To ensure that all students and volunteers understand the relevance of the policies and procedures and their responsibility within the CELC. To provide an invaluable experience for students and volunteers and for other staff and families to respect the contribution to the CELC.

### 6.4.2 Student and Volunteer Procedures

- Students and volunteers must make sure that they have arranged the placement at the CELC with the Catholic Education Office through the Head of Early Learning and Care at least one month prior to commencement. This is to ensure that all staff and families are prepared for the visit or period of placement and to ensure all legal requirements are met by the CELC.
- Whilst students within the Diocese of Parramatta schools are covered for Student Accident Insurance through CCI, any students from any other educational institutions would need to provide written evidence of adequate student accident insurance cover from their relevant educational provider.
- The Director will ensure they have the “full name, address and date of birth”<sup>4</sup> for every student or volunteer as part of the preschool staff records.
- It is the responsibility of the student or volunteer to phone the Director if they are unable to attend on any of the pre-arranged days due to illness etc.
- The time of work will be negotiated with the CELC Director, depending on the needs of the student or volunteer and CELC operations.
- A working with children check form is required to be completed by the student or volunteer prior to them commencing at the CELC.
- Families will be provided with written notification of any students or volunteers engaged at the CELC.
- Students and volunteers are required to sign the attendance register each morning and sign out each afternoon, recording accurate times for being in the CELC. This record will be monitored by the CELC Director.
- Students/volunteers must provide a profile of themselves, including a picture, to be placed in the entry area of the CELC.
- Students and volunteers must orientate themselves with the CEDP and CELC policies and procedures prior to beginning their placement.
- Students and volunteers must bring their own morning tea and lunch. The food brought must comply with the CELC’s nutrition policy and contain no nut products. Tea, coffee and water will be provided.
- Students and volunteers must provide a hat for outdoor time.
- Students and volunteers will be supervised by the CELC staff at all times and will not be left with a group of children unattended. One staff member will be allocated to work directly with and support the student/volunteer.
- Students and volunteers are expected to be actively involved in the activities offered at the CELC and are expected to engage in the service.
- Students and volunteers must act in a professional manner.
- The Director will inform students and volunteers of the appropriate clothing and footwear requirements in accordance with WHS legislation and CELC policy.
- Also refer to appendix 8 Working with children check for volunteers if required.

<sup>1</sup> *Education and Care Services National Regulations (2011)*, Clause 149(1).

<sup>4</sup> *Education and Care Services National Regulations (2011)*, Clause 149(1).

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<b>NEXT REVIEW DATE:</b>	October 2017

## 6.5 STAFF GRIEVANCE POLICY

### 6.5.1 Aim

To ensure that all staff grievance matters and concerns raised are managed in a timely and confidential manner. It is important to ensure that these are addressed in a fair, consistent and reasonable manner.

### 6.5.2 Procedure

More information is available on OSCAR or:  
Appendix 3 - Procedural Fairness Guidelines  
Appendix 4 - Complaint Handling Policy, Procedure and Guidelines  
Appendix 5 - Countering Discrimination, Harassment and Bullying

### 6.5.3 Staff Performance

If the employer/ manager have concerns regarding the performance of an employee, they will refer to, and be guided by, the appropriate Fair Work Australia guidelines.

Employees may receive a verbal or written notification, be suspended or dismissed for unsatisfactory work performance and/or misconduct. The consequential action taken will vary depending on the circumstances of each individual case in line with Fair Work and CEDP guidelines.

### 6.5.4 Instant Dismissal for Serious Misconduct

An employee may be instantly dismissed for serious misconduct including:

- Endangering the safety of children, staff, parents and/or CELC visitors.
- Theft
- Any other conduct that constitutes serious misconduct

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## 6.6 CHILD PROTECTION PROCEDURES

### 6.6.1 Aim

The Catholic school community has a duty of care to provide a safe learning environment that affirms the dignity and integrity of each person. The whole school community contributes to the wellbeing of students. It is expected that all employees are aware of these procedures and model positive, professional relationships.

These procedures must be followed when dealing with disclosures of concerns relating to children and young persons and allegations relating to the conduct of employees. The procedures demonstrate Catholic Education Diocese of Parramatta's (CEDP) commitment to protect the safety and wellbeing of students and to support the work of employees working with children and young people in an educational setting.

### 6.6.2 Relevant Legislation

- National Safe Schools Framework
- Child Protection Legislation Amendment (Children's Guardian) Act, NSW 2013
- Child Protection (Working With Children) Act NSW 2012
- Commission for Children and Young People Act NSW 1998
- Children and Young Persons (Care and Protection) NSW Act 1998
- The Ombudsman Act NSW 1974
- The Child Protection (Prohibited Employment) Act NSW 1998
- Child Protection (Offenders Registration) Act 2000
- The Protected Disclosures Act NSW 1994
- Privacy and Personal Information Protection Act Cth 1988
- Education and Care Services National Law Act NSW 2010

### 6.6.3 Managing Concerns In Relation To Children and Young Persons

Procedures for Child Protection including Allegations against Employees and Risk of Significant Harm (ROSH) are outlined in the CEDP Child Protection Procedures (Appendix 6; Appendix 9 – Mandatory Reporters Flowchart and Appendix 10).

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## 6.7 CONFIDENTIALITY POLICY

### 6.7.1 Aim

To ensure the privacy and confidentiality of all sensitive information for families, children and staff of CELC under the National Privacy Principles contained within the various legislation and guidelines.

### 6.7.2 Storage and access of sensitive information

All CELC employees are bound by CEDP Privacy Procedures and Guidelines (Appendix 2).

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<b>NEXT REVIEW DATE:</b>	October 2017

## 6.8 LEGAL & INSURANCE POLICY

### 6.8.1 Aim

To ensure that families and staff are informed of appropriate insurance and legal cover, their responsibilities and obligations, and their rights and entitlements as employees of a children's service.

### 6.8.2 Background

CELCs are required under the National Regulation to have public liability and workers compensation insurance policies. Families and staff need to be aware of their responsibilities and obligations under the Regulation and other acts and regulations, and their rights and entitlements as employees of a children's service.

- Have a current public liability insurance policy, in accordance with relevant legislation and the National Regulations and which adequately covers the CELC and staff, including short term and contract employees, for the provision of services.
- Have a current workers' compensation insurance policy, in accordance with the National Regulation and which adequately covers the CELC and staff, including short term and contract employees, for the provision of child care and services.
- Ensure CELC staff are trained and informed and have access to written copies of CEDP/CELC regulations, standards, policies and accreditation requirements; are fully aware of their responsibilities and obligations and their rights and entitlements as employees of a child care service.
- Ensure all CELC staff are fully informed of their responsibilities and obligations as carers, particularly in relation to duty of care, work health and safety, preventing and managing accidents and injuries, administering medications and first aid and child protection procedures.
- Ensure CELC staff are informed of other insurance options available to them, such as income protection insurance, sickness and disability insurance, legal costs and litigation costs insurance.
- Ensure CELC staff are informed of their right to seek advice relating to either their employment and entitlements, to negligence allegations, criminal allegations, defamation and contract disputes.
- Catholic Education Diocese of Parramatta, Catholic Early Learning Centre Core Policies
- QIAS, Health and Safety in Children's Centre's, Model Policies and Practices 2003, Staying Healthy in Child Care 4<sup>th</sup> Ed
- Education and Care Services National Regulations (2011)

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<b>Date</b>	<b>Who was involved</b>
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## 6.9 WORK HEALTH AND SAFETY POLICY

We acknowledge that the dignity, safety and wellbeing of people are central to the Church's teaching.

Catholic Education Diocese of Parramatta (CEDP) recognises that it is responsible and accountable as far as is reasonably practicable for ensuring the health, safety and welfare of workers, students, volunteers, and other people who either enjoy or use the services and facilities of CEDP, or provide services to the CEDP.

The health and safety of all persons in a workplace is a shared obligation and responsibility between *Catholic Education Diocese of Parramatta*, workers and other persons (including other organisations with a shared duty).

The CEDP's WHS Policy and Procedures can found on OSCAR at Policy Central.  
See appendix 7.

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## 6.10 TOBACCO, ILLICIT DRUG AND ALCOHOL FREE POLICY

### 6.10.1 Aim

To ensure a smoke free environment which offers the best possible opportunity for maintenance of good health.

We ask that all staff and parents observe our non-smoking, drug and alcohol free policy and adhere to absolutely no smoking or use of illicit drugs or alcohol occurs on the premises<sup>5</sup>. This will be in effect while the CELC is operational and during parent evenings and special events.

Staff who smoke are not permitted to smoke on the premises; they must leave the premises and smoke away from the building only on their breaks

During orientation and enrolment visits, families are reminded that the CELC is a smoke free environment.

Educators and families are to ensure that cigarette butts are disposed of appropriately to ensure the safety of all children.

Ensure that "no smoking" signs are displayed in the learning environment. The quit line number will be displayed near all 'no smoking' signs.

Research suggests that breathing second hand and side stream tobacco smoke (passive smoking) presents a serious health risk to children. Illnesses which can be generated or complicated by passive smoking include ear infections, chest illness and asthma. Exposure of children to tobacco smoke may adversely affect their health in later life.

Children learn through role modelling. They have a right to be protected from cigarette smoking by caregivers and others who are present at Catholic Early Learning Centre.

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<sup>5</sup> *Education and Care Services National Regulations (2011)*, Clause 82(1).

## 6.11 INTERACTION WITH CHILDREN POLICY

### 6.11.1 Aim

‘Educators’ practices and the relationships they form with children and families have a significant effect on children’s involvement and success in learning” (Early Years Learning Framework, pg. 9).

CELC Educators aim to build children’s confidence as capable, involved learners through meaningful, positive and respectful interactions. We acknowledge that meaningful interactions are fundamental to building a secure and respectful relationship with each child, which aids in developing a child’s sense of belonging and wellbeing in the CELC environment.

### 6.11.2 Secure and Respectful Relationships

To develop secure and respectful relationships with all children, CELC Educators will:

- Acknowledge that interactions with children are central to everything we do and that positive, sensitive interactions form the basis of our relationships with the children.
- Be positive role models for children at all times in regards to showing care, empathy and respect for all.
- Be responsive to children’s knowledge, ideas, culture, identities and interests through discussions, asking or responding to questions and making observations.
- Be responsive to children’s requests for assistance, with thought given to each child’s level of ability.
- Encourage children to express their ideas, thoughts and observations. Educators will use various documentation methods to capture and represent some of these, so that children can see their ideas are valued.
- Respond to children’s communication in a just and consistent manner.
- Support children’s efforts, assisting and encouraging as appropriate.
- Support children’s expressions of their thoughts and feelings.
- Provide children with many opportunities to participate in decision-making, provide opinions and ideas about the routine, areas of the program and experiences offered.
- Listen to children and use listening as a basis for interactions. Educators use listening as a tool to support children’s ideas and confidence.
- Reflect upon their interactions with children and use these reflections to increase their knowledge and understanding of each child.
- Take a positive approach to guiding children’s behaviour that demonstrates respect and understanding of the individual child, with the aim to encourage children to ultimately be able to regulate their own behaviour.
- Role model appropriate conflict resolution and negotiation strategies to assist children to develop their own abilities to solve disagreements.
- Document interactions with children as a means to make their learning and understanding visible to families, and to show the value Educators place on quality interactions.
- Give consideration to the child’s cultural and family values in all interactions, ensuring that family and cultural values are respected.
- Use key words in a child’s home language to support their feelings of belonging and security in the CELC environment.
- Use verbal and non-verbal communication to support children of all abilities.

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## 6.12 SUPERVISION POLICY

### 6.12.1 Aim

To ensure that the supervision of children is a priority of staff at all times. Staff will follow the supervision plan that is in place for supervision of indoor and outdoor play.

### 6.12.2 All Staff will ensure that supervision of children is maintained

- Two educators will be present/within view when working with children and supporting children with toileting/hygiene routines.
- They will always be in clear view and or/ hearing range of staff at all times.
- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervision of children.
- Student and volunteers will not be left alone with children.
- Children will be made aware of the safety rules at the CELC.
- Staff will ensure that the equipment is being used safely and correctly at all times. This will be modelled by staff.

### 6.12.3 The following strategies will be adhered to

- Maintain correct child:educator ratios throughout the learning environment. All children will be in sight or hearing of educators at all times. No child will be left alone while eating, or toileting.
- The arrangement of the learning environment will maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure.
- The arrangement of the outdoor learning space will taking into consideration child safety specifically soft fall, and height of equipment in addition to lines of sight.
- A daily safety check are performed prior to children playing to ensure the removal of any dangerous and hazardous objects. Safety checklist is completed and signed by the staff member carrying out this process.
- Staff regularly discuss and evaluate supervision and safety procedures in each staff meeting and when issues arise.
- All accidents are recorded as per Illness, Emergency and Accident Policy. Accidents are recorded in an accident register.
- The approved provider ensures the building and premises are maintained in accordance with *Education and Care Services National Regulations (2011)* and Health and Safety Standards of Australia.

#### References:

Catholic Education Diocese of Parramatta, Catholic Early Learning Centre Core Policies  
QIAS, Health and Safety in Children's Centre's, Model Policies and Practices 2003  
*Education and Care Services National Regulations (2011)*

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## **6.13 STAFF SUPERVISION PLAN**

### **6.13.1 Aim**

To ensure the safety and welfare of all children whilst at the CELC. To prevent incidents/accidents from occurring

Two staff will be on the premises at all times the preschool is open.

### **6.13.2 Indoor Play**

- Two educators will be in the rooms at all times.
- Educators locate themselves within the learning space ensuring that all children are within sight and / or hearing of staff.
- A staff member should ensure they are situated in an active area
- If an obstacle course is set up inside, this area must be supervised at all times, and appropriate safety precautions in place.
- Any water play and messy play must be monitored to ensure that any spillages are cleaned up as soon as they take place.
- All furniture and equipment used in indoor setting up must allow for effective supervision.

### **6.13.3 Meal Times**

- All staff will be present during meal times.
- Staff will assist children who require assistance, while still in sight of other children.
- Staff to assess if food requires to be cut in smaller pieces prior to commencement of meal times.
- Staff will ensure all children are encouraged to be seated during meal times.
- Children are asked to stay at the tables while they are still chewing food

### **6.13.4 Rest and Sleep Time**

- Maintain adequate supervision and maintain educator ratios throughout the rest period.
- Arrange children's beds to allow easy access for children and staff. Ideally positioned in a head to toe sequence.
- Staff will ensure NO FOOD OR DRINKS are on children's beds.
- Encourage rest and relaxation for children, where a child does not require rest/sleep, staff will conduct safety checks on equipment that children have while on their beds.

### **6.13.5 Outdoor Play**

- Outdoor safety checks will be carried out before children are permitted outdoors for play.
- Water will be accessible to children while outside.
- The CELC phones will be diverted to a mobile phone and the mobile phone is taken outside (when everyone is outside and the CELC phone is inaccessible)
- Hats and sunscreen will be worn by children and staff while outside
- A fully equipped first aid kit and accident record forms will be available while outdoors
- Educators will position themselves around the yard to ensure appropriate supervision.
- Staff will be actively supervising children at all times. Staff will not engage in conversation for any length of time while supervising children
- Staff will assist children when climbing.
- All water play will be closely monitored. Water will be emptied after the completion of activity or all children and staff are leaving the area
- Staff members will be aware of children using the bathroom and supervise discreetly

- Staff MUST notify other staff if they are leaving their area of supervision at any time. If leaving the yard, ask a staff member to cover you.
- All children will be in sight and hearing of staff at all times.

**References:**

Catholic Education Diocese of Parramatta, Catholic Early Learning Centre Core Policies

QIAS, Health and Safety in Children's Centres, Model Policies and Practices 2003  
Education and Care Services National Regulations (2011)

**6.13.6 Release of children**

- All staff are aware of authorisation of collection details.
- No relief staff or student to be responsible for the release of children at any time.
- No release of children is permitted if the person is unknown to staff or not on the authorisation to collect form.
- If parents have left prior instructions of an unknown caregiver picking up their child, the personal details of that person must be supplied by the parent in writing and sufficient ID must be presented before releasing the child.
- If no instructions have been given by parents for any unknown persons to pick up their child, **STAFF WILL NOT RELEAASE THE CHILD**. While the child is still under staff supervision, ask the unknown person to accompany you to the office while you proceed to get into contact with the child's parents. If unable to get into contact with parents **DO NOT RELEASE CHILD**.
- All staff to be aware of Court Order papers preventing certain persons having contact with children. If a person breaching a Court Order attends the CELC, **DO NOT LET THEM HAVE CONTACT WITH THE CHILD**. Politely ask them to leave the CELC and get in contact with parent. If the person is uncooperative, ensure all children are out of reach and call the police immediately.
- Remind parents to sign children out of the CELC, and assist authorised unknown persons with the sign out procedure.
- If you are closing the CELC, two (2) staff members will check the entire CELC before locking up and leaving to ensure that no children remain. Ensure both staff has signed the checking sheet before leaving the CELC.

**6.13.7 Arrival of Children**

- Staff need to reinforce to parents that they must walk their child to a teacher at drop off time.
- No child will be left at the door by parents.
- Staff will remind parents to sign their child in.
- Staff will monitor the newly arrived child's whereabouts to ensure the child has not followed their parents back to the exit door.

**6.13.8 Supervision Points**

- The bathroom must always be supervised when a child is accessing.
- Kitchen door is to remain closed; no child is permitted in the kitchen.
- Staff toilet door is to always remain closed.
- Office door is to remain closed when unoccupied.
- Any object obstructing walkways will be removed.
- Fire exits points will always be cleared.
- All staff will abide by the storage of hazardous equipment policy

## References

Catholic Education Diocese of Parramatta, Catholic Early Learning Centre Core Policies  
Education and Care Services National Regulations (2011)  
QIAS, Health and Safety in Children's Centres, Model Policies and Practices 2003

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## **6.14 APPENDICES**

- Appendix 1 - Child Protection Procedures Equal Opportunity in Workplace for Women
- Appendix 2: CELC Managing Child Protection Concerns Flowchart
- Appendix 3 – Allegations Involving Employees
- Appendix 4 - Privacy Statement, Procedures and Guidelines
- Appendix 5 - Procedural Fairness Guidelines
- Appendix 6 - Complaint Handling Policy, Procedure and Guidelines
- Appendix 7 - Countering Discrimination, Harassment and Bullying
- Appendix 8 - Equal Opportunity in Workplace for Women
- Appendix 9 - Work Health and Safety Policy & Procedures
- Appendix 10 – Responsible Use of ICT and Social Media Policy
- Appendix 9 – Guidelines – Responsible Use of ICT and Social Media