



Bangalow Community Children's Centre
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Staff Policy

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Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	National Quality Framework Resource Kit 2011 ECA Code of Ethics (2006) Policies in Practice (2001) Network

Introduction

Bangalow Community Children's Centre prides itself on providing quality education and care for young children, their families and the community. To achieve this we aim to employ highly skilled and committed early childhood educators.

Our aim is to create a workplace that:

- Is safe, respectful and supportive for staff in which they have clear goals and guidelines to work within.
- Will attract quality staff, encourage them to stay, gain benefits from their skills and experience and provide appropriate compensation for their work.
- Encourages staff to consistently reflect, build and achieve best practices.

Goals

Staff will have policies and procedures that create a clear sense of boundaries and therefore security.

Staff will be supported and encouraged to build on their skills, qualifications and knowledge.

The strengths of staff will be recognised and valued, within their team environment.

Staff will be encouraged to communicate consistently, positively and effectively, addressing issues respectfully as they arise.

The Centre will aim to provide internal or source external support for staff when they are having challenging professional or personal times.

Practices

Centre Policies and Procedures

All Staff are expected to adhere to the Centre Policies and Procedures. These policies and procedures ensure a consistent approach is taken to all aspects of service delivery and ensure the safety and wellbeing of children, staff, families and visitors. Failure to respect even one small aspect of these policies and procedures may have an ongoing and wide reaching affects.

Attendance

Staff are expected to arrive at least 5 minutes before their shift starts and be ready to start work at their rostered time.

Arriving late (after your rostered start on time) places added pressure on other staff and impacts on the wellbeing of all. Continual late arrival could result in disciplinary action.

Practices (continued)

Staff Appraisal

- Ongoing appraisal between the Director and staff will occur on an individual basis. Meetings will be organized that are suitable to both parties.
- Appraisal aims to achieve the Centre's philosophy and to keep staff within job guidelines.
- Appraisal aims to motivate the development of the staff, encouraging them to broaden their perspectives.
- Staff are encouraged to be responsible for their own professional and personal development and are supported by the centre in doing so.
- The Director works with each staff member to develop a personal professional plan based on evaluation of the individual's strengths and goals, from wider centre goals and from the needs in that person's care.

Grievance s and work concerns

Staff have the responsibility to work well within a team and to be respectful of differences, both personal and professional. When conflicts arise it is important to promptly and appropriately address this to minimise issues building up and negatively impacting others and the service. If an issue is unable to be resolved easily then the appropriate direction to take is outlined in the grievance policy.

Meetings

A general meeting is held each term that covers centre wide issues and relevant training. It is essential that staff members attend this.

An educational leadership meeting will be held regularly where at least one staff member from each room is to attend and report all information to their team. It is also an opportunity to bring news from the rooms to this meeting.

Room meetings are to be held monthly. These meetings are an opportunity to discuss general house keeping, compliance and curriculum development. A record of these meetings must be emailed to the Director promptly. Staff will be paid or given time in lieu for up to 2 hours. Extended time must be negotiated with the Nominated Supervisor.

Committee meetings are held monthly and staff are welcome to attend or may give the Director any information that they would like presented to the committee for discussion.

Code of Ethics

The Centre recognises the ECA Code of Ethics which outlines expected staff behaviour and practice at the Service and within the community.

Correct information should be sought from the Director or Room Leader and speculation should be avoided as it is often misguided and this can cause unnecessary upset.

Gossiping is a form of bullying and will not be tolerated.

Staff being courteous and acknowledging each other is important for harmonious relationships.

It is recognised that there are times when staff are tired and frustrated and express their contention to each other. If this happens it is important for the witness not to exasperate this by taking it onboard unnecessarily themselves and continuing this by furthering the conversation with others.

Confidentiality

Staff are regularly privy to information about families and each other that may be sensitive and personal. It is a legal requirement that staff do not disclose this information outside confines of informal/formal staff meetings/communications only and only where relevant and appropriate.

Certified Supervisor

Educators who meet the qualification/experience requirements outlined in the regulations will be requested to apply to become a Certified Supervisor.. This means that at times they will be required to be the Supervisor in Charge when the Nominated Supervisor is away.

Practices (continued)

The supervisor in charge is highlighted on the weekly roster and a photograph of the supervisor in charge is displayed near the front office. It is the responsibility of staff to ensure their photograph is on display when they are rostered on as the Supervisor in Charge (See Certified Supervisor Policy).

Educational Leader

Each room has an appointed Educational Leader who is a trained and experienced Early Childhood Teacher. Educational Leaders will support staff in their role as educators. Educational leaders meet monthly with the service Educational Leader and discuss curriculum development and planning strategies. This information is to be later shared with teams. Educators are encouraged to discuss curriculum and planning concerns with Educational Leaders when the need for support arises. (see Educational Leader policy)

Staff Communications

Staff work closely with each other so it is important that communication channels are open. Unresolved conflicts and disagreements take up time, increase tensions and are VERY destructive. Communication takes place in a number of ways:

- Weekly staff newsletter (by email) The staff newsletters/emails is an efficient way to communicate necessary information to all staff. It is imperative that staff read these each week and respond where appropriate.
- Staff room notice boards
- Informal talks
- Room meetings (monthly)
- Educational Leader meetings (monthly)
- Staff meetings (per term)
- Training sessions
- Programming Time

A message book is located in the Nominated Supervisor's office where staff can write messages for the Nominated Supervisor, including requests for leave, and things needing to be done.

Occupational Health and Safety

Under the NSW Occupational Health and Safety Act, employees have the responsibility to immediately address and/or rectify a health/safety hazards at the workplace. If it is not immediately rectifiable then it is the employees responsibility to notify the employer. The employer has the responsibility, once the problem is raised, to take steps to prevent this hazard from continuing. It is the employee's responsibility to read the Centre's OH&S Policy and be active in implementing it and the associated procedures. Reading the Work Cover Safety book "Health & Safety at Work" is also advisable.

Refer to the Services OH&S policy for further information

Working with children Check

Staff must sign Working with Children Check. Staff are expected to know and follow Child Protection policies.

Staff will not be employed if they do not achieve a clear Working with Children Check.

Continuity of Care

The staff roster is planned to promote continuity of care for children, especially infants, toddlers and children new to the centre. Specific care-givers are assigned to each room and they assume responsibility for communications with families and development of child progress records. When educators are away a photo of the casual staff member employed that day will be displayed in the room they are attending. The centre uses a regular pool of relief staff. All staff changes are reviewed systematically by the Director in conjunction with staff to ensure that the changes will have minimal impact on the children's well-being.

Practices (continued)

Long term continuity of care is promoted by the centre creating caring supportive environment for the staff. Staff support development of close relationships with children and families. Continuity of care between the home and the centre is encouraged by sharing of information, photos and following the child.

Wages

Wages will be paid in accordance with the Modern Awards and the Miscellaneous Workers and Kindergarten and Child Care Centres State Award (NAPSA), which ever is highest.

Wages are paid each fortnight on a Monday, into an account nominated by the employee.

Overtime

It is the intention where possible that the Centre will not require any employee to work unwanted overtime, and overtime shall be restricted to those employees willing to undertake the extra work. However, an employee can be required to work reasonable overtime of up to one hour at the end of or prior to the start of a rostered shift, where such hours of work are required to maintain appropriate staff : child ratios or child supervision in the case of the unexpected absence of other staff or a genuine and pressing emergency . Staff will be paid at the normal hourly rate unless hours exceed 38hours per week or 10 hours per day when time in lieu will be allocated. Time in Lieu must be taken within one month.

Breaks

All employees shall be allowed a paid rest break each day for a total of:

- 10 minutes during a shift of more than 3 hours
- 30 minutes during a shift of more than 5 hours.

Higher duties

Where staff are asked to perform higher duties that do not form part of their normal primary duties, a temporary higher rate of pay may be negotiated between management and the employee.

Broken shift allowance

Where a staff member is required to work two separate shifts in a day they will be paid an allowance of 1.91% of their standard pay rate per day each day on which a broken shift is worked. (This rate will adjust in accordance with any changes to the Modern Award)

Non-contact time

A full time employee responsible for the preparation, implementation and/or evaluation of a developmental program for an individual child or group of children will be entitled to a minimum of eight hour per four week period, during which the employee is not required to supervise children, for the purpose of planning, preparing, evaluating and programming activities. Part time staff receive a pro rata amount.

Professional Development, Training and Practicum

Professional development of staff is a joint responsibility of both the Centre and its employees.

The Centre will provide a range of support for employees to undertake professional development which may include, but is not limited to, payment of course fees, paid time to attend courses, conferences or practicum: time in lieu for attendance at a training opportunity outside rostered hours, payment of travel costs to attend such opportunities and utilisation of the facilities of the Centre including computers, internet access, books and other study facilities. However the actual support provided to any employee at any time is subject to negotiation with the employee on a case by case basis.

10 days practicum leave per year (where it coincides with a normally rostered day) will be allocated to full time staff for approved courses. Part time staff receive a pro rata amount.

Practices (continued)

Personal Leave

Personal leave may be used for sickness, bereavement (up to 3 days), care of a sick dependent child, spouse, partner, or parent, birthing or adopting a child.

Full time teachers are allocated 15 days personal leave in their first year and forfeit unused leave at the end of this time. Full time teachers then receive 25 days personal leave for each year of their employment from there on in, which they can accrue to a maximum of 150 days unless the modern awards are higher.

Child car staff are allocated 15 days for their first year and 12 days per year for each year following. Unused leave accrues for each year of employment.

Clerical and maintenance staff receive 10 days per year. Unused leave accrues for each year of employment.

Part time staff receive a pro rata the above amounts.

Please understand finding replacement staff is challenging and even more so with late notice. If you feel unwell the afternoon or evening before please call as soon as possible, preferably before closing. The early shift in particular need to be thoughtful about perhaps needing to cover until a replacement can be found.

It is not sufficient to leave a message with another member of staff and is important to make sure the Director has confirmed acknowledgement of your impending absence.

If there is concern that an employee is misusing personal leave, the Centre may require that a medical certificate be submitted for each personal leave absence attributed to sickness.

Misuse of personal leave will be considered as serious misconduct and may result in dismissal.

Parental Leave

Parental Leave will be provided for in accordance with the Modern Awards.

An employee is entitled to unpaid leave for up to 24 months after 12 months of service.

Employees can arrange with Centrelink for 6 months pay while they are on Parental Leave.

Where a medical practitioner deems that there is a risk that may be of detriment to the pregnancy then and employee may take Personal Leave, Annual Leave or Leave Without Pay until it is safe to return.

Annual Leave

All employees, other than casuals, are entitled to receive at least 0.07692 hours annual leave for each completed hour of work including periods of paid leave. This is equal to 4 weeks annual leave for an employee working a full year.

Notice for leave must be given in writing 2 weeks in advance..

The Centre reserves the right to refuse leave if it is adverse to the Centre operation. However at all times the Centre will try to support the employees requested leave.

Where a service is closed during the Christmas and New Year period and no work is available, an employee will be required to take annual leave during that period. An employee who does not have enough annual leave will be required to take leave without pay.

Practices (continued)

Long Service Leave

Long Leave will be paid in accordance with the NSW Long Service Leave Act 1955.

Long Service Leave is allocated on the completion of ten years service. Employees accrue Long Service Leave fortnightly and time accrued in preparation for Long Service Leave is indicated on the employees pay slips.

Superannuation

Employer Contributions

The Association shall make a 9% superannuation contribution to a superannuation fund for the benefit of an employee earning over \$200 in a month, in line with the requirements under relevant Superannuation Guarantee Levy legislation. Such payment shall be paid on a quarterly basis.

Employees have the right to choose their own superannuation fund as long as the fund is a complying fund for the purposes of the Superannuation Guarantee Levy. Employees must also provide sufficient details about their superannuation fund membership to enable the Association to make superannuation payments on their behalf.

When employees:

- have not exercised their right to choose their own superannuation fund; or
 - the fund chosen is not a complying fund; or
 - details have not been supplied which enable the Association to make payments to that fund;
- the Association shall make contributions to the ASSET fund which will be the Association's default fund.

Voluntary Employee contributions

Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise the Association to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the Association makes the Superannuation Guarantee Levy contributions.

Such deductions shall be paid by the Association at the end of a quarter at the same time as normal SGL payments.

An employee may adjust the amount the employee has authorised the Association to deduct from the wages at any time by notice in writing.

Exclusion of non-immunised staff

In the event of an outbreak of an immunisable disease and BCCC is directed by a relevant public health authority to ensure non-immunised persons do not attend the centre, an employee who is not immunised against the disease is required to:

- Obtain appropriate immunisation and follow their medical practitioner's advice on the period of exclusion. (documentation to be provided)
- Remain non-immunised and are unable to attend the centre during the period of exclusion. The staff member may take personal or annual leave for the period of exclusion. If the staff member does not have paid leave available then they must take unpaid leave.

First aid allowance

All staff must obtain and maintain an approved first aid certificate including annual CPR. The Centre will organise training for all staff members at the Centre each year and pay for the cost of the course and time in attendance (normal rates of pay will be applied)

Practices (continued)

Clothing and equipment allowance

At this Centre staff are not required to wear a uniform. Staff are however required to wear a name badge and this will be supplied by the Centre. If a staff member loses their badge more than once per year then they will be required to purchase the badge themselves. Staff are expected to wear hats at the Centre and may request reimbursement for this purchase.

Use of vehicle allowance

Where the employer requests an employee to use their own motor vehicle in the performance of their duties the employee will be paid an allowance of \$0.74 per kilometre in the case of a motor car or \$0.25 per kilometre in the case of a motorcycle.

National Regulations

118 Educational Leader

136 First aid qualifications

National Law

162 Offence to operate education and care services unless responsible person is present

173 Prescribed information to be displayed

National Quality Standard

4.1 Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing

4.2 Educators, co-ordinators and staff members are respectful and ethical

Linked Policies

Educational Leader Policy

Certified Supervisor Policy

OH&S Policy

Evaluation and Review

This policy will be reviewed as per regulatory requirements or earlier if the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

