

<b>Manual:</b>	Early Years Services
<b>Scope:</b>	This policy applies to all MTHCS Early Years Services
<b>Responsible Position:</b>	Director of Community Services
<b>1.</b>	<p><b>OUTCOME</b></p> <p>This policy will provide guidelines for engaging and supporting staff at all Early Years Programs, including:</p> <ul style="list-style-type: none"> <li>• Employing sufficient numbers of educators to meet legislative, policy and service standards.</li> <li>• Employing educators with qualifications and experience that meet legislative, policy and service standards.</li> <li>• Providing appropriate supervision to staff and other adults at the service.</li> <li>• Complying with legislation relating to Working with Children Checks and criminal history record checks.</li> </ul>
<b>2.</b>	<p><b>VALUES</b></p> <p><b>All Early Years Programs are committed to:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development.</li> <li>• Fulfilling a duty of care to all children attending the service.</li> <li>• Providing accountable and effective staffing and management practice.</li> <li>• Employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community.</li> <li>• Employing educators according to policy and funding requirements.</li> <li>• Complying with current legislation in relation to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Working with Children Act 2005.</li> <li>• Supporting the health and wellbeing of all staff and volunteers by providing a welcoming and inclusive social and physical environment that is safe and smoke-free, that promotes healthy eating, active lifestyles and healthy UV exposure practices, supports breastfeeding and offers information about relevant community resources and initiatives.</li> <li>• Promoting a culture of respect, fairness, inclusion and equity.</li> <li>• Inclusive and participatory practices, promoting positive and responsible behaviour and rejecting bullying, discrimination and harassment.</li> </ul>
<b>3.</b>	<p><b>BACKGROUND</b></p> <p>Research has demonstrated that the employment of appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children.</p> <p>“Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children” (<i>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011</i>).</p> <p>The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services. Eligibility</p>

	<p>for services to receive funding also includes requirements for staff to hold specific qualifications (Victorian kindergarten policy, procedures and funding criteria – refer to References).</p> <p>MTHCS requires all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.</p> <p>It is essential that all educators and other adults engaged to work directly with children are provided with opportunities to learn and develop new skills in relation to supporting the learning and development of young children. Such opportunities can arise when more qualified and experienced educators offer guidance and feedback to other educators. Opportunities for professional development are also crucial for all educators to ensure that their work practice remains current and relevant to the practices and principles of the national Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) (refer to References).</p> <p>Staff are required to actively supervise children at all times when children are in attendance at the service (refer to Supervision of Children Policy). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, and these ratios are based on the ages and number of children at the service. Only those educators working directly with children (refer to Definitions) can be counted in the ratio.</p> <p>To ensure that children are protected from harm while participating in service programs, all educators and staff are required by law to have and maintain a Working with Children (WWC) Check or a criminal history record check (refer to Definitions and References). This also applies to volunteers and students unless they are working under the direct supervision of an educator who is over 18 years of age and holds, or is actively working towards (refer to Definitions), an approved diploma-level education and care qualification (Regulation 358).</p> <p><b>This policy should be read in conjunction with the following Early Years policies:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Code of Conduct Policy</a> – management, co-ordinators, educators, staff, students on placement and volunteers are required to be respectful and ethical at all times. This policy explains the responsibilities of all parties in relation to one another, to children and families using the service, and to individuals and organisations in the wider community.</li> <li>• <a href="#">Determining Responsible Person Policy</a> – legislation requires all approved services to ensure that a Responsible Person is physically present at all times the service is educating and caring for children. The Responsible Person is either the Approved Provider, or the Nominated Supervisor or Person in day to Day charge who has been placed in day-to-day charge of the service. This policy provides guidelines to determine the Responsible Person at the service.</li> <li>• <a href="#">Participation of Volunteers and Students Policy</a> – this policy provides guidelines for the engagement and participation of volunteers and students at the service, while ensuring that children’s health, safety and wellbeing is protected at all times.</li> </ul>
4.	<p><b>DEFINITIONS</b></p> <p><b>Adequate supervision:</b> (In relation to this policy) <b>supervision</b> entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:</p>

- Number, age and abilities of children.
- Number and positioning of educators.
- Current activity of each child.
- Areas in which the children are engaged in an activity (visibility and accessibility).
- Developmental profile of each child and of the group of children.
- Experience, knowledge and skill of each educator.
- Need for educators to move between areas (effective communication strategies).

**Actively working towards:** An educator who is enrolled in a course for a qualification, and provides the Approved Provider with documentary evidence of their commencement in the course, their satisfactory progress towards completion of the course and ongoing evidence that they are meeting all the requirements to maintain their enrolment. Educators who are 'actively working towards' an approved diploma-level qualification must also hold an approved certificate III level education and care qualification or have completed the mandatory units of study in an approved certificate III level education and care qualification as determined by the national authority (ACECQA).

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

#### **Certificate III Qualification:**

A person is taken to hold an approved Certificate III level education and care qualification if immediately before 1<sup>st</sup> January 2012:

- The educator has been employed full-time and continuously as an educator at a licensed children's service or outside school hours care service for a period of at least 5 years immediately preceding 25<sup>th</sup> May 2009.
- The educator has been employed at least part-time and continuously as a educator at a licensed children's service or outside school hours care service for a period of at least 10 years immediately preceding 25<sup>th</sup> May 2009.
- The educator before the 1<sup>st</sup> January 2012 completed a professional development course approved by the Secretary under the Children's Services Regulations 2009 of Victoria.
- Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>.

**Criminal history record check:** A full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to References), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.

**Diploma Qualified:** Was recognised under the former education and care services law of any participating jurisdiction as a Diploma level educator. Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>

**Early Childhood Teacher:** A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Educator:** An individual who provides education and care for children as part of an education and care service.

**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

**Fit and proper:** In determining whether an applicant is fit and proper, the Regulatory Authority must take into account the applicant's history of involvement in education and care services, their compliance with current and prior law, criminal history record check, and any bankruptcy or insolvency issues. The Regulatory Authority may reassess fitness and propriety at any time. Applicants are required to complete the Declaration of Fitness and Propriety form on the ACECQA website and have this approved by the Regulatory Authority. This form must be completed by an individual provider applicant or, in the case of an entity provider applicant, each person with management or control of a service. The form is available at: <http://acecqa.gov.au/application-forms/provider-approvals/> (Note: Under the Education and Care Services National Law Act 2010, Section 5, Definitions: "**person with management or control**, in relation to an education and care service, means – (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service".)

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented in writing to that nomination. The Nominated Supervisor has day-to-day responsibility for the service. All services must have a Nominated Supervisor.

**Person in Day to day Charge:** A person who is placed in day to day charge. The Approved Provider or a Nominated Supervisor can place a person in day to day charge who meets the minimum requirements and gives written consent for this level of responsibility.

**Staff record:** A record which the Approved Provider keeps containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the Working with Children Check MTHCS staff records are located with the approved provider at 28 Britt Street Ouyen.

**Victorian Institute of Teaching (VIT):** The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All teachers in Victorian government schools, Catholic schools and independent schools are required to be registered with the VIT in order to practise in their profession.

**Victorian kindergarten policy procedures and funding criteria:** Sets out the Department of Education and Training operational requirements for early childhood services in receipt of state government funding for the provision of a three and four-year-old kindergarten programs.

**Working directly with children:** For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

**Working with Children (WWC) Check:** The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid for five years), is granted to a person under working with children legislation if:

- They have been assessed as suitable to work with children.
- There has been no information that, if the person worked with children, they would pose a risk to those children.
- They are not prohibited from attempting to obtain, undertake or remain in child-related employment.

**This doesn't apply if:**

	<ul style="list-style-type: none"> <li>• A Working with Children Check cannot be issued due to the individual's age.</li> <li>• The person cares or educates children at the service only under the immediate supervision of an educator who has attained the age of 18 years and holds or is actively working towards a diploma level education and care qualification.</li> <li>• A person who is registered as a teacher under the Education and Training Reform Act 2006 of Victoria and the approved provider, nominated supervisor or certificate supervisor in day to day charge of the service has checked the relevant register to ensure the person is registered.</li> </ul>
<b>5.</b>	<b>RESPONSIBILITIES</b>
<b>5.1</b>	<p><b>The Approved Provider is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that the service does not operate without a Nominated Supervisor (refer to Definitions), as required under the Children's Services Act 1996.</li> <li>• Ensuring that there is a Responsible Person (refer to Definitions and Determining Responsible Person Policy) on the premises at all times the service is in operation.</li> <li>• Ensuring that the Nominated Supervisor, Person in Day to Day Charge, educators and all staff comply with the Code of Conduct Policy at all times.</li> <li>• Ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions and Supervision of Children Policy) at all times they are in the care of that service (National Law: Section 165(1)).</li> <li>• Complying with the legislated educator-to-child ratios at all times.</li> <li>• Ensuring that all staffing meets the requirements of the National Law, National Regulations and the Victorian kindergarten policy, procedures and funding criteria (refer to References) at all times the service is in operation.</li> <li>• Complying with current legislation relating to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Working with Children Act 2005.</li> <li>• Employing the relevant number of appropriately-qualified educators (refer to Definitions). Qualifications must be approved by ACECQA.</li> <li>• Employing additional staff, as required, to provide a quality early childhood education and care program.</li> <li>• Employing additional staff, as required, to provide a quality early childhood education and care program.</li> <li>• Ensuring an early childhood teacher (refer to Definitions) is working with the service for the required period of time specified in the National Regulations, and that, where required, a record is kept of this work.</li> <li>• Appointing an appropriately-qualified and experienced educator to be the Educational Leader (refer to Definitions), and ensuring this is documented on the staff record.</li> <li>• Maintaining a staff record.</li> <li>• Complying with the requirements of the Working with Children Act 2005, and ensuring that the Nominated Supervisor, Certified Supervisor, educators, staff, volunteers and students on placement at the service have a current Working with Children Check (refer to Definitions) or a Victorian Institute of Teaching (VIT) certificate of registration.</li> <li>• Ensuring that the Working with Children Check or VIT registration have been sighted and the details kept on each staff record.</li> <li>• MTHCS board members undertake fit and proper requirements and that these are uploaded into PRODA.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to Participation of Volunteers and Students Policy).</li> <li>• Ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service.</li> <li>• Ensuring that there is at least one educator with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training (refer to Definitions) in attendance and immediately available at all times that children are being educated and cared for by the service. Details of qualifications and training must be kept on the staff record.</li> <li>• Developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated regularly, and that staff are provided with the opportunity to update their qualifications prior to expiry.</li> <li>• Ensuring that staff records (refer to Definitions) and a record of educators working directly with children (refer to Definitions) are updated annually, as new information is provided or when rostered hours of work are changed.</li> <li>• Reviewing staff qualifications as required under current legislation, funding requirements and as part of an annual staff performance appraisal.</li> <li>• Ensuring that the Nominated Supervisor, educators/staff, volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.</li> <li>• Ensuring that the Nominated Supervisor has current Child Protection education.</li> <li>• Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.</li> <li>• Developing and maintaining a list of casual and relief staff to ensure consistency of service provision.</li> <li>• Ensuring that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.</li> </ul>
<b>5.2</b>	<p><b>The Nominated Supervisor is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Providing written consent to accept the role of Nominated Supervisor.</li> <li>• Ensuring that, in their absence from the service premises, another person with a Supervisor Certificate (a Certified Supervisor – refer to Definitions) is placed in day-to-day charge of the service (refer to Determining Responsible Person Policy).</li> <li>• Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.</li> <li>• Complying with the service’s Code of Conduct Policy at all times.</li> <li>• Ensuring adequate supervision of children at all times (refer to Supervision of Children Policy).</li> <li>• Ensuring the educator-to-child ratios are maintained at all times, that each educator at the service meets the qualification requirements relevant to their role, including the requirement for current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, and that details of such training is kept on the staff record.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (refer to Participation of Volunteers and Students Policy).</li> <li>Ensuring that less experienced educators and others engaged to be working with children are adequately supervised.</li> <li>Ensuring educators who are under 18 years of age are not left to work alone and are adequately supervised at the service.</li> <li>Providing details of their current Working with Children assessment notice or VIT registration for the staff record.</li> <li>Sighting and recording details of current Working with Children Checks or VIT registrations before staff commence at the service.</li> <li>Ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.</li> <li>Ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to Child Safe Environment Policy).</li> <li>Informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.</li> <li><b>Ensuring any new early years employees complete the Early Years Orientation Checklist for the relevant services within 2 weeks of commencing.</b></li> <li><b>Ensuring trainees complete the Early Years Competency Checklist</b></li> <li><b>Assigning a “buddy” to trainees to assist with the completion of the Early Years Competency Checklist.</b></li> <li><b>Ensuring trainees are not left unsupervised with tasks that have not been signed off on the Early Years Competency Checklist.</b></li> </ul>
<b>5.3</b>	<p><b>Person in Day to Day Charge:</b></p> <ul style="list-style-type: none"> <li>Providing written consent to accept the role of Certified Supervisor.</li> <li>Informing the Approved Provider and/or Nominated Supervisor in the event of absence from the service due to leave or illness so they can be replaced by another Responsible Person (refer to Determining Responsible Person Policy).</li> </ul>
<b>5.4</b>	<p><b>Educators and other staff are responsible for:</b></p> <ul style="list-style-type: none"> <li>Complying with the service’s Code of Conduct Policy at all times.</li> <li>Ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.</li> <li>Providing working with children assessment notice or VIT registration for the staff record.</li> <li>Renewing their Working with Children Check assessment every five years.</li> <li>Advising the Department of Justice of any relevant change in circumstances, including change of name, address, contact details and change of employer/volunteer organisation, including changes to the organisation’s contact details.</li> <li>Adequately supervising children at all times (refer to Definitions and Supervision of Children Policy).</li> </ul>

	<ul style="list-style-type: none"> <li>Supervising volunteers/students and parents/guardians at all times to protect the health, safety and wellbeing of children at the service (refer to Participation of Volunteers and Students Policy).</li> <li>Maintaining educator-to-child ratios at all times.</li> <li>Maintaining current approved qualifications relevant to their role, including first aid qualifications, anaphylaxis management training and emergency asthma management training.</li> <li>Supervising educators at the service who are under 18 years of age, and ensuring that they are not left to work alone.</li> <li>Ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to Child Safe Environment Policy).</li> <li><b><i>Supervising trainees and demonstrating tasks from the Early Years Competency Checklist to trainees.</i></b></li> <li><b><i>Ensuring trainees are not left unsupervised with tasks that have not been signed off on the Early Years Competency Checklist.</i></b></li> <li><b><i>Completing the Early Years Orientation Checklist with any new early year's staff.</i></b></li> </ul>
5.5	<p><b>Parents/guardians, volunteers and students on placement are responsible for:</b></p> <ul style="list-style-type: none"> <li>Raising concerns around staff at the service Reading this Staffing Policy.</li> <li>Complying with the service's Code of Conduct Policy at all times.</li> <li>Complying with the law, and all service policies and procedures.</li> <li>Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.</li> </ul>
6.	<p><b>IMPLEMENTATION OF THIS POLICY</b></p> <p>Our service will maintain compliance to the following in relation to the everyday practicalities of service's operations:</p> <ul style="list-style-type: none"> <li>Educator's rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.</li> <li>Supervising educators give their attention to the children and not to any other duties.</li> <li>At no time will students or volunteers be included in the ratio of adults supervising children.</li> <li>A nominated supervisor (primary nominee) or certified supervisor (approved nominee) will be on the premises at all times when children are being educated or cared for.</li> <li>There will be more than one educator present when children are in attendance.</li> <li>Students and volunteers will never be left alone with a child or a group of children.</li> <li>In any situation where adequate supervision of children is threatened, any educators on a meal break must be prepared to return to duty to supply adequate supervision.</li> <li>The Approved Provider (licensee) or Nominated Supervisor (Primary nominee) will ensure that regulations in relation to the supervision of children are adhered to.</li> <li>Educators supervising outdoors, should position themselves to see as much of the play area as possible and be strategically located with respect to skills and needs of children or any 'high risk' play areas and equipment.</li> <li>Any water activity should be closely supervised by one educator at all times.</li> <li>When children are resting or sleeping they will be supervised.</li> </ul>



	<ul style="list-style-type: none"> <li>• During hand washing and/or toilet times children will be supervised in the bathroom area.</li> <li>• Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.</li> <li>• No child is to be left unattended at the table when eating.</li> <li>• Rosters will be designed and implemented to ensure that children receive continuity of care.</li> <li>• Our service will, when possible and to the best of our ability, make use of a regular pool of relief staff.</li> </ul>
<b>6.1</b>	<p><b>Supervision of Services:</b></p> <p>Services must have at least one 'responsible person' present at all times when caring for and educating children. A responsible person is:</p> <ul style="list-style-type: none"> <li>• An Approved Provider.</li> <li>• A Nominated Supervisor.</li> <li>• Person in Day to Day charge.</li> </ul> <p>The name of the responsible person will be clearly displayed at the service.</p> <p>Staff members who accept this responsibility are to complete the responsible person form and any fit and proper requirements.</p>
<b>6.2</b>	<p><b>Educator to Child Ratios:</b></p> <p><a href="https://www.education.vic.gov.au/childhood/providers/regulation/Pages/edchildratios.aspx">https://www.education.vic.gov.au/childhood/providers/regulation/Pages/edchildratios.aspx</a></p> <p>Our educator to child ratios will always meet the minimum requirements as stated below:</p> <ul style="list-style-type: none"> <li>• For children aged from birth to 36 months the educator to child ratio will be 1 educator to 4 children.</li> <li>• For children over 36 months up to and including preschool age 1 staff member to every 11 children.</li> <li>• For children aged over preschool age the educator to child ratio is 1 educator to 11 children, with 1 Qualified (Diploma or above) staff member for every 30 children.</li> <li>• If children being educated and cared for at the service are of mixed ages the minimum number of educators for the children must meet the requirements above at all times.</li> <li>• Vic Regulation 50 requires the proprietor of a children's service to ensure that at least 2 staff members are on duty whenever children are being cared for or educated by the service. Being 'on duty' does not necessarily mean that a staff member is caring for or educating the children at all times. For a staff member to be considered 'on duty' they are required to remain on the premises and must be able to support the staff member caring for or educating children and intervene if necessary. Effective communication mechanisms and policies must be in place.</li> </ul>
<b>6.3</b>	<p><b>Recruitment of Staff:</b> Follow MTHCS systems.</p>
<b>6.4</b>	<p><b>Staff Records:</b></p> <ul style="list-style-type: none"> <li>• Full staff records are kept with the Approved Provider within the People and Culture Department at 28 Britt Street Ouyen.</li> <li>• Early Years Managers/Nominated Supervisors and persons in day to day charge have access to the spreadsheet and mandatory staff records details on MTHCS F Drive.</li> <li>• Early Years Managers undertake 3 monthly internal audits to ensure the staff record is current.</li> <li>• Mandatory records kept in electronic form for access at early years sites includes: <ul style="list-style-type: none"> <li>○ Staff contact details.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Police Check.</li> <li>○ Working with Children Check assessment notice.</li> <li>○ VIT certificate (where relevant).</li> <li>○ Staff Qualifications or Training Plan for those working towards a qualification.</li> <li>○ First Aid certificate.</li> <li>○ Child Protection education certificate.</li> </ul>
<b>6.5</b>	<p><b>Staff Rosters:</b></p> <p>EYM and EYPL are responsible for the staffing roster. The roster is developed on the roster template and nominates person in charge.</p> <p>A regular roster is developed so staff are aware of their regular days of work. Start and finish time may change from week to week to accommodate staff needs.</p> <p>Staff are to use the KRONOS system for time and attendance at sites where there is a clock located. Sites without a clock complete a time sheet and send into Early Year's administration at the end of the fortnight.</p>
<b>6.6</b>	<p><b>Mandatory Education, Staff Development and Appraisals:</b></p> <p>Staff are to follow the staff development procedure and early years staff development plan. MTHCS Mandatory education certificates are kept with the Approved Provider. Staff are to follow the education plan and relevant procedure to ensure they have currency of required education. Certificates for MTHCS mandatory education is to be sent to Ward Clerk <a href="mailto:kheaslip@mthcs.vic.gov.au">kheaslip@mthcs.vic.gov.au</a> who is responsible for maintaining the education spreadsheet.</p> <p>EYM and EYPL are provided with updated education records spreadsheet on a regular basis to support compliance with staff mandatory education and professional development.</p> <p>An annual appraisal is undertaken with all staff as per MTHCS procedures. People and Culture maintain a spreadsheet of compliance and completed appraisals are kept within the staff record.</p>
<b>6.7</b>	<p><b>Students and Volunteers:</b></p> <p>Prior to commencement students are to complete the <a href="#">Request for Placement Form</a> and provide the required documentation - a current Police Check, WWC and provide details of educational provider and placement requirements.</p> <p>Volunteers are to complete the MTHCS registration form, Police Check and provide copy of their WWC assessment notice.</p> <p>This evidence is to be stored on F Drive in the staff records folder for access on site by staff as needed. Paper based copies are to be kept with staff files at MTHCS administration.</p> <p>Students and Volunteers are to complete orientation checklist on commencement.</p>
<b>6.8</b>	<p><b>Workforce Development – Trainees 'working towards':</b></p> <ul style="list-style-type: none"> <li>• Given history of thin workforce within our catchment MTHCS early years support the employment of trainees within its workforce.</li> <li>• Preferred traineeship provider is Victorian Chamber of Commerce VECCI Mildura.</li> <li>• Preferred educational provider MADEC Mildura.</li> <li>• Staff working towards a qualification will be assigned a mentor. The mentor is a Bachelor Qualified staff member who regularly works with the trainee and can support them through the requirements of their studies.</li> </ul>

	<ul style="list-style-type: none"> <li>The licencing folder in administration office has a list of staff members working towards their qualification and their assigned mentor to support compliance with exemption to regulation 95A under Victorian Children's Services Act 1996. Copy of their training plan is updated on a 6 monthly basis.</li> </ul>
6.9	<p><b>Orientation and Competency Checklist:</b></p> <p><b><i>All trainees and other new early years staff will need to complete the Early Years Orientation Checklist and Early Years Competency Checklist:</i></b></p> <ul style="list-style-type: none"> <li><b><i>The orientation checklist will be completed within the first two weeks of commencing employment.</i></b></li> <li><b><i>A buddy will be assigned to trainees and other new early year's staff to assist with the completion of both checklists.</i></b></li> <li><b><i>Trainees and other new early years staff will not be left unsupervised with any task on the competency checklist until all three columns have been signed.</i></b></li> <li><b><i>Trainees and other new early year's staff will not be counted in child - educator ratios until the competency checklist has been completed in full.</i></b></li> <li><b><i>Once a checklist has been completed and signed, a copy of the checklist will be scanned and saved to the employee's staff record on F drive.</i></b></li> <li><b><i>Original copies of the completed and signed checklists will be sent to People &amp; Culture at Mallee Track Health and Community Services Ouyen to be filed on the individual staff records.</i></b></li> </ul>
7.	<p><b>EVALUATION</b></p> <p>In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:</p> <ul style="list-style-type: none"> <li>Regularly check staff records to ensure Working with Children Checks and qualifications are current and complete.</li> <li>Regularly seek feedback from everyone affected by the policy regarding its effectiveness.</li> <li>Monitor the implementation, compliance, complaints and incidents in relation to this policy.</li> <li>Keep the policy up to date with current legislation, research, policy and best practice.</li> <li>Revise the policy and procedures as part of the service's policy review cycle, or as required.</li> <li>Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.</li> </ul>
Forms & Records:	<p><a href="#">Appraisal Form</a></p> <p>Early Years Staff Mandatory Records Spreadsheet</p> <p><a href="#">Early Years Staffing Organisational Chart</a></p> <p>Licensing Folder</p> <p>Position Descriptions</p> <p><a href="#">Request for Placement/Work Experience Form – Early Years</a></p> <p><a href="#">Staff Development Plan Early Years</a></p> <p>Staff Record Folder on F drive Mallee Minors/Staff Details &amp; Qualifications Folder</p> <p>Staffing Roster</p> <p><a href="#">Orientation Checklist - Students/Volunteers</a></p>

	<a href="#">Orientation Checklist Early Years Services</a> <a href="#">Competency Checklist Early Years Services</a>
<b>Related MTHCS Policy / Procedure:</b>	<a href="#">Appraisal System Procedure</a> <a href="#">Breastfeeding Friendly Workplace Policy</a> <a href="#">Child Safe Policy: Conduct of Staff and Visitors</a> <a href="#">Code of Conduct Policy</a> <a href="#">Determining Responsible Person Policy</a> <a href="#">Participation of Volunteers and Students Policy</a> <a href="#">Staff Development Procedure</a> <a href="#">Working with Children Checks Policy</a>
<b>References:</b>	<a href="https://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx">https://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcs.aspx</a> <a href="https://www.education.vic.gov.au/Documents/childhood/providers/regulation/staffmembersreqs.pdf">https://www.education.vic.gov.au/Documents/childhood/providers/regulation/staffmembersreqs.pdf</a> Victorian Early Years Learning Development Framework Early Years Learning Development Framework Australian Children's Education and Care Quality Authority (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a> National Early Years Learning Framework: <a href="http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx">www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx</a> Victorian Early Years Learning and Development Framework: <a href="http://www.education.vic.gov.au/earlylearning/default.htm">www.education.vic.gov.au/earlylearning/default.htm</a> Victorian kindergarten policy, procedures and funding criteria: <a href="http://www.education.vic.gov.au/ecprofessionals/kindergarten/">www.education.vic.gov.au/ecprofessionals/kindergarten/</a> Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check: <a href="http://www.justice.vic.gov.au/workingwithchildren/">www.justice.vic.gov.au/workingwithchildren/</a> Victoria Police – National Police Record Check: <a href="http://www.police.vic.gov.au/content.asp?Document_ID=274">www.police.vic.gov.au/content.asp?Document_ID=274</a>
<b>Legislation:</b>	Equal Opportunity Act 2010 Fair Work Act 2009 Working with Children Act 2005 Children, Youth and Families Act 2005 (Vic) Child Wellbeing and Safety Act 2005 (Vic) Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011 Children's Services Regulations 2020 Children's Services Act 1996 Family Law Act 1975 (Cth) Education and Training Reform Act 2006
<b>Standards:</b>	Education and Care Services National Regulations 2011: National Quality Standard, Quality Area 4: Staffing Arrangements Standard 4.1: Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing

	<p>Element 4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times</p> <p>ISO 9001 – 8.5, 7.5.3</p>
--	--