

ST JOSEPH'S PRESCHOOL

EDUCATOR AND MANAGEMENT POLICY



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Policy Statement

Educators and management will at all times conduct themselves in an ethical manner and ensure our service is both safe and compliant, that education is high quality and that all interactions are positive in keeping with the Service's philosophy.

Background

The education and care services national regulations require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements.

NQS

	4.1.2	Continuity of staff - Every effort is made for children to experience continuity of educators at the service.
	4.2.1	Professional collaboration - Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards - Professional standards guide practice, interactions and relationships.

QA7	7.1.1	Service philosophy and purpose - A statement of philosophy guides all aspects of the service's operations.
	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.2.2	Educational leadership - The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
	7.2.3	Development of professionals - Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

National Regulations

Regs	168	Education and care service must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available

Related Policies



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Incident, Injury, Trauma and Illness Policy
Privacy and Confidentiality Policy
Preschool staffing arrangements policy

Management Responsibilities

In our service the Nominated Supervisor and Director are responsible for:

- supporting the Nominated Supervisor or Approved Provider, Person in Day to Day Charge, Educational Leader and educators in their role.
- keeping all service families up to date with relevant issues.
- recruiting and selecting educators and other staff members.
- ensuring educators and staff members have the correct qualifications which meet professional standards.
- ensuring educator ratio and qualification requirements are met.
- ensuring all educators and staff understand their responsibilities under the education and care law and regulations, the National Quality Standard, the Early Years Learning Framework, the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations
- developing the service policies and ensuring all educators follow our policies and procedures.
- ensuring all educators, staff, visitors and volunteers are aware of and comply with our Code of Conduct – please insert school code of conduct here
- investigating and managing grievances from educators, staff members, families or volunteers (including incidents of workplace bullying) in accordance with our Grievance Guidelines.
- implementing effective communication and consultation procedures with educators and staff members about workplace issues.
- promoting the diverse skills and achievements of educators and staff (such as at educator meetings, through regular feedback, by sharing information with families and the community through notices and newsletters.)
- providing or organising appropriate information, instruction, training or supervision to educators and staff
- maintaining the financial viability of the Service.



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Visitors

The Approved Provider or Nominated Supervisor will ensure the safety, health and wellbeing of all children by:

- ensuring visitors are only allowed entry to the service if they can be adequately identified. Tradespeople, business representatives and early intervention specialists or professionals, or support workers provided by early childhood agencies, must carry appropriate identification. Family members and family friends who, for example, attend service events or assist with learning activities may be identified by the parents of children at the service.
- requiring all visitors to sign in and out of the service for work health and safety and child protection reasons
- ensuring visitors, including long term visitors, are never left alone with any children being educated and cared for. Visitors will be supervised by educators or staff members at all times
- ensuring visitors have or obtain a not prohibited working with children check if required Child Safety (Prohibited Persons) Act 2016 before being allowed entry to the service
- ensuring specialists or professionals engaged to support a child are only allowed to visit and engage with the child if authorisation has first been obtained from the child's parents. Authorisation may form part of an education or support plan.

Communication Procedures

To allow effective communication and consultation to take place with educators/staff the Director/Nominated Supervisor will use various methods of communication including:

- direct conversations.
- phone communication including SMS messaging if appropriate.
- a communication diary.
- educator meetings.
- other forms of written communication such as letters, notices, emails.
- educator appraisals and reviews.

Business Communication Channels

To ensure business communications are professional and consistent with the Business Plan/goals, employees may only use service email and social media accounts for work-related and professional development purposes, and in a way which is consistent with our Code of Conduct, if authorised by the Approved Provider or Nominated Supervisor.



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Specifically, communications using business email and social media accounts must not breach any of our Service Policies, Procedures or Codes related to the good name or reputation of the Service, or the confidentiality of personal information the Service holds, as outlined for example in the Privacy and Confidentiality Policy.

Employees' use of these communication channels will be monitored. Breaches of this Policy may result in a disciplinary or performance review where the Nominated Supervisor will:

- discuss the specific breach, give the employee an opportunity to respond, and provide a clear written statement outlining the reason/s for the disciplinary review
- securely file records of interviews and outcomes on the employee's file.

Outcomes will take into consideration the seriousness of the breach and the effect on the Service's reputation and finances, and may include termination of employment and prosecution.

Training

The Nominated Supervisor will ensure that funds are set aside for training and development needs in the annual budget. Training will be provided on an equitable basis to all educators and staff and will include training about:

- identifying, assessing and minimising risks
- our policies, procedures, code of conduct, philosophy
- compulsory training required by industry standards or legislation
- pedagogy, the approved learning framework, the NQS, National Law and Regulations
- child protection and reporting obligations

Employee Support

The Approved Provider/Nominated Supervisor will assist educators and staff members who are adversely affected by issues that happen at home or work to access appropriate support services. They may include internal or external mentoring, medication, conflict resolution, coaching or training and counselling services. Employees may also be offered flexibility in their working arrangements where this can be accommodated to meet service needs.

New and Returning/Staff

Orientation

Before a new educator or staff member commences their job or returns from extended leave the Nominated Supervisor or Director will induct the staff member in the policies and procedures of the service.



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An Induction-Orientation checklist will be used to ensure all steps of the induction process are covered.

Work Experience Students and Volunteers

The Service is happy to support Work Experience Students and Volunteers in their efforts to become Early Childhood Professionals. They will be encouraged to obtain the qualifications necessary to work with children under the National Quality Framework and the Child Safety (Prohibited Persons) Act 2016.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Early Years Learning Framework
- Work Health and Safety Act 2012
- Fair Work Act 2009
- Child Safety (Prohibited Persons) Act 2016
- Bryant, L. (2009). Managing a Child Care Service: A Hands-On Guide for Service Providers. Sydney, Community Child Care Co-Operative.
- Preventing and Responding to Workplace Bullying: Safe Work Australia Draft Code of Practice
- Anti-bullying jurisdiction: FairWork Commission

Review

The policy and our code of conduct will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties



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