

RELIEF STAFF POLICY

PURPOSE

We aim to maintain continuity of care and abide by National Regulations and Standards by employing relief staff to replace permanent staff on a short-term basis, continuing to maintain a high standard of care and supervision.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	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.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

SCOPE

This policy applies to children, families, educators, staff, management, and visitors of the service.

IMPLEMENTATION

- Potential relief staff will be required to attend an interview with management to ensure they are a fit and proper person.
- Once the prospective staff applicant has been successful in the interview process, management will check their references and verify their Working with Children Check.
- Relief staff will be placed on the casual list and invited to the service for an orientation prior to commencing any work.

ORIENTATION

Relief staff members are required to undergo a full induction and orientation into the service to ensure they have a clear understanding of:

- The service's policies and procedures.
- Sign in and out process.
- Required qualifications approved by ACECQA.
- Emergency evacuations.
- Service amenities.
- Children's medical and/or dietary requirements and conditions.
- The service's program and routine.
- Their roles and responsibilities.
- Supervision requirements.
- Behaviour guidance strategies used.
- The service Code of Conduct.

RELIEF STAFF INDUCTION PACK

Relief staff will be issued with an induction pack prior to commencing employment, which will contain:

- Confirmation of Employment Letter
- Employment Contract
- Fair Work Information Statement
- Staff Handbook
- Position Description
- Employment Application
- Employee General Health & Wellbeing Record
- Employee Immunisation Record
- Staff Record
- Code of Conduct
- Child Safety Statement (Victoria)
- Educator & Staff Acknowledgement
- Educator & Staff Induction Checklist

SERVICE REQUIREMENTS

Prior to relief staff commencing at the service we must have the following information:

- Copy of qualifications, including CPR, First Aid, Asthma and Anaphylaxis
- Banking details
- Signed Employment Contract and Position Description adhering to service requirements
- Tax File Number Declaration
- Superannuation details
- Emergency contact details
- Medical conditions
- Working with children check number and date of expiry

EMPLOYMENT COMMENCEMENT

- It is a requirement that relief staff arrive 10 minutes prior to their shift to ensure they have adequate time to place their belongings in an allocated locker, read any staff communication, sign on, and be up to date with important information that is relevant and necessary for the day.
- Relief staff members are to follow the directions of the Educational Leader / Room Leader.
- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the service, inform parents who they are replacing and how long they expect to be placed at the service.
- All relief staff members are to abide by confidentiality and privacy legislation in regard to staff, management, children, and families within their care. They are to treat any information shared with them professionally and sensitively.
- In conjunction with all permanent staff members, relief staff are requested to be mindful of the time, and time taken for breaks and return promptly to minimise any disruption to the set routine and/or ratio requirements.
- It is advised that all staff members, whether relief or permanent, look after their health and keep their immunisations up to date.
- The service will aim to maintain a register of relief staff members that are familiar to the service families and children, and familiar with the policies and program to ensure consistency for children, families, and the service.

SERVICE DRESS CODE

Relief staff must ensure they maintain a professional image at all times. Staff are to be clean and tidy at all times with no offensive clothing worn.

Pants/Shorts

- Tailored black pants are to be worn.
- Track pants and jeans are unacceptable to wear at our service.
- Shorts and shirts may be worn at an acceptable length, which is considered to be two inches above the knee. Clothing shorter than this is not considered to be acceptable.

Tops

- In maintaining the professional image of our service, staff need to consider the suitability of tops when deciding what to wear.
- A black top or T-Shirt is required covering the shoulder.
- Singlets, midriffs and strapless tops will not be accepted in the work environment. If it is deemed that a staff member's top is too revealing, or inappropriate for wear around children and families they will be asked to return home to change. The staff member will not be paid for the time taken to remedy the clothing situation.

Footwear

- Kitchen staff must wear enclosed black shoes at all times.
- Enclosed black shoes are preferred for all staff.
- Thongs are not appropriate dress, and are considered dangerous footwear in the workplace.

Sun Safety

- Consideration should be given to hats in summer for outdoors (as an example to children, and for your own protection).
- Staff will be required to wear a wide brimmed hat (no caps) which is provided.
- Staff will be provided with sunscreen for use.
- Staff may wear sunglasses in the outdoor environment.
- Enclosed shoes should remain on at all times.

ALCOHOL, TOBACCO AND OTHER DRUGS

- Staff members are not permitted to consume alcohol, tobacco, or other drugs whilst on the premises of a children's service.
- Staff are not to offer or supply alcohol, tobacco or other drugs to any person at the child care service.
- Staff are not to obtain alcohol, tobacco or other drugs from any person at the child care service.
- Staff who are under the influence of alcohol or drugs will not be allowed to remain on the Service premises.
- Any breach of these conditions will result in disciplinary action.
- Staff who use prescription medication are asked to discuss the possible side effects of these drugs with management to ensure that the staff member and children remain safe at all times.
- Relief Staff are not permitted to administer prescription medication to children unless approved by management.

SOURCES:

Australian Children’s Education & Care Quality Authority

Education and Care National Regulations

Fair Work: <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time>

Guide to the National Quality Standard

Karen Kearns. (2017). *The Business of Childcare* (4th Ed.)

Revised National Quality Standard

REVIEW

POLICY REVIEWED	DECEMBER 2018	NEXT REVIEW DATE	DECEMBER 2019
MODIFICATIONS	<ul style="list-style-type: none"> • Rearranged the order of points for better flow • Points added (Highlighted). • Sources checked for currency. • Sources/references corrected, updated, and alphabetised. • References corrected, added &/or updated. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. • Spellcheck changed to English (Australia). 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
OCTOBER 2017	<ul style="list-style-type: none"> • Updated references to comply with the revised National Quality Standard 	SEPTEMBER 2018	
SEPTEMBER 2017	<ul style="list-style-type: none"> • Minor changes made to policy 	SEPTEMBER 2018	
NOVEMBER 2016	<ul style="list-style-type: none"> • New Format created and policy created 	SEPTEMBER 2017	