

Staff



Policy

Janelle Street Centre will endeavour to define clear expectations and guidelines for educators through clear job descriptions, and procedures for staff and will encourage feedback and open communication to create understanding between educators and management. It will also foster an environment of mutual respect, equity and recognition of educator skills and strengths.

Background

The philosophy of the education and care service will guide educator interactions and practices by providing vision, purpose and meaningful direction in regard to goals for children and families. This will be facilitated through the service philosophy and by adhering to the *Early Childhood Code of Ethics* and the *Code of Conduct Policy*. Further, when professional standards guide educator's practices, interactions and relationships, children's learning and development, safety and wellbeing will be effectively supported.

Practices

Staff Recruitment

(refer to Staff Recruitment policy)

Employment Agreements

Educators are advised that:

- All employees will enter into an Employment Agreement with Centre Management.
- The Employment Agreement shall clearly state the position being accepted, the duties and responsibilities (job description) and the conditions of employment
- It is the responsibility of both the employee and Centre Management to know the current award under which employment takes place. If an employee feels that there is a change or discrepancy in salary, which they do not understand, the matter must be brought to Centre Management's attention so that appropriate steps can be taken to rectify it.
- The Responsible person* will employ relief staff in cases of short-term absence of permanent employees. When permanent part-time or full-time employees resign, normal interviewing procedures will be followed. (see Staff Recruitment Policy)
- All persons employed will sign and date an attendance register on each day of their employment.
- All persons employed will complete the last two columns (yes or no/tick or cross) of the attendance register when signing off each day of their employment. Failure to do so will result in warning letters/performance improvement plan/possible termination of employment.
- All prospective employees will supply a 'working with children' registration number before commencing employment.
- All employees will be required to wear the Janelle Street Centre shirt/jacket/jumper which will be supplied by the centre and must be returned on termination of employment. Closed-in shoes and black pants/long shorts (no short shorts or leggings) are to be worn to supplement the shirt/jacket/jumper.

*Refers to the Director or her replacement

Staff Code of Conduct

(refer to Staff Code of Conduct policy)

Staff Training and Development

(refer to Staff Training & Development policy)

Staff Induction

The Responsible Person will:

- Carry out an induction process for new employees at the commencement of employment. At this time, appropriate behaviours will be reinforced and discussed.
- Familiarise new employees with the ECA Code of Ethics, the Grievance Policy and the Staff Code of Conduct.
- Increase educator awareness of appropriate interactions through professional development and training.
- Encourage open discussions through educator team meetings, informal conversations and at performance appraisals to clarify each educator's role within Janelle Street Centre.
- Inform educators that inappropriate behaviours such as harassment and bullying will not be tolerated.
- Encourage educators to report inappropriate behaviours using the *Grievance Policy* and the Incident Form.

Educators will:

- Be involved in decision making with a clear understanding of their roles and responsibilities as defined in their job descriptions, rosters and service policies.
- Be valued for their contributions to the education and care service program and routines.
- Be encouraged to embrace the uniqueness and diversity of their colleagues. Skills, strengths and opinions of team members will be respected, and skills and strengths supported by all educators to create team cohesion based on respect and professionalism.
- Have access to Board meetings to discuss issues of concern at the discretion of the Board chair.

Relief Staff

The Responsible Person will:

- Hire relief staff at their discretion as necessary.
- All staff employed, where possible, will be Christians in good standing with their church.

Leave Without Pay

Leave Without Pay will be granted at the discretion of the Responsible Person.

Leave Without Pay will be considered:

- Limited to emergency/unanticipated events
- If the staff member has no more than two weeks accumulated Annual Leave and Time-in-Lieu
- In the case of illness if there is no available Personal Leave
- When all other avenues have been exhausted

Student Training

At the discretion of the Responsible Person and subject to approval by the Centre Board:

- Students from related courses at university, TAFE, and high school may visit our centre for practical work experience.
- Such students once accepted will be supervised by educators at the centre.

Professional Conduct

Educators will:

- Conduct themselves in a professional manner according to the *Early Childhood Code of Ethics*, the *Staff Code of Conduct* and legislative guidelines, including the wearing of hats.
- Note that inappropriate behaviours including harassment and bullying will not be tolerated.

Programming Time

Room Leaders will:

- Be allocated two hours per week on a pro-rata basis for programming purposes

Time-in-Lieu

Time in Lieu is offered under the relevant Award conditions.

Educators have the choice of taking it as paid (overtime) or as Time In Lieu (time off)

TIL can be accumulated up to three days or at the discretion of the Responsible Person.

Lunch and Crib Breaks

Educators will:

- Have two staggered meal breaks so that adequate supervision of children occurs at all times, but this does not allow staff to leave early by not having a lunch break. (Children's Services Award 2010)
- ECTs will have one unpaid meal break of 30 minutes after working a minimum of 5 hours. (Educational Services Teachers Award 2010)

Interviewing Staff

Educators will:

- Make themselves available to parents at a time suitable to the ongoing work of the centre
- Provide time to members of the Board for discussion subject to the discretion of the Responsible Person

Feedback

Educators will be encouraged to express opinions appropriately and work collaboratively with the Responsible Person and the board of Janelle Street Centre to contribute to the success of the service and to facilitate continual improvement.

The Board will regularly review communication practices within Janelle Street Centre to ensure all educators are supported, empowered, and acknowledged for their contributions to the team and the service.

The Board and the Responsible Person will treat all educators equitably.

Statutory Legislation & Considerations

- Early Childhood Australia's Code of Ethics
- Fair Work Act 2009
- NSW Anti-Discrimination Act 1977
- Guide to the National Quality Standard, ACECQA, 2011
- Early Years Learning Framework for Australia: Belonging, Being and Becoming, 2009.

Sources

- Early Childhood Australia – www.earlychildhoodaustralia.org.au (accessed February 27, 2023)
- Australasian Legal information Institute – www.austlii.edu.au (accessed February 27, 2023)
- Education and Care Services National Regulations 2011: Schedule 1
- National Quality Standards - Elements: 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1, 7.1.2, 7.1.3, 7.2, 7.2.1, 7.2.3

Adopted: October 02, 2013

Review No. 11: October 12, 2023