

Ballina River Street Children's Centre

STAFFING POLICY And staff related procedures

POLICY REVIEW DATE:: January 2014

Introduction

Ballina River Street Children's Centre is focused on making every effort to promote continuity of educators and co-coordinators. The centre believes that continuity of educators/staff plays a significant role in promoting children's learning and development.

RATIONALE

The quality of any organisation is largely defined by the quality and commitment of its staff. In keeping with the Centre's Philosophy there is a commitment to the employment of early childhood professionals which will create a team reflecting diversity of education, training, life experiences and a sound base of knowledge ensuring quality program planning and evaluation.

An environment in which staff are happy, enthusiastic, warm and supportive with children, parents and each other, will best enable the developmental needs and interests of the children to be met.

IMPLEMENTATION

1. MANAGEMENT COMMITTEE

- Ballina River Street Children's Centre Inc. is a not-for-profit Community managed children's centre offering the community of Ballina a Preschool and an Occasional Child Care service.
- The voluntary Parent Management Committee is elected annually at the Centre's Annual General Meeting (usually held in February) by the parent members and meet monthly to attend to their responsibilities, broadly including the effective and efficient management of the service.
- The Management Committee, as the employer/manager/licensee of the service, oversees and makes decisions on:
 - financial matters, including setting of fees, meeting funding requirements and ensuring
 - compliance with taxation obligations.

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- staff and employment issues.
 - service policies and procedures for parents, staff and management committee to
 - ensure the smooth running of the service.
 - marketing and promotion of the service.
 - compliance with local, state and federal government legislation.
 - planning for the long-term future of the service.
- In developing management strategies, the Committee liaise and consult with the Centre Director (Nominated Supervisor) and where and when appropriate, with educators/ staff member. The expertise of the early childhood educators/staff is a valuable resource and, when consulted, educators/staff can provide relevant information on the day to day operation of the service.
 - The Committee are encouraged to make contact with relevant agencies and use resources when necessary, for advice, to ensure sound decisions are made particularly in relation to legal and industrial responsibilities. Such contacts may include the CCSA NSW (Community Connections Solutions Association of NSW) and Education and Care Services Law, Australian Children's education and Care Quality Authority(ACECQA), NSW Department of Family and Community Services, Department of Education and Communities .
 - Committee members will be asked to sign an Obligations Agreement Form as soon as practicable following election to the Management Committee. This will ensure they are aware of their lawful obligations in relation to their position as Approved Provider.
 - Executive Committee members will need to complete and submit a PA02 Declaration of Fitness and Propriety form for ACECQA and a Working With Children Check (CSDF 3) for the NSW Department of Education & Communities, within 14 days of election to the Management Committee.

2. EMPLOYMENT/RECRUITING

- The Centre's Management Committee (in collaboration with the Centre Director) will be responsible for employing appropriate staff with regard to their legal responsibility and industrial legislation.
- The Committee must ensure that the process of recruiting staff does not contravene the NSW Department of Family and Communities Service Agreement, Department of Education & Communities, National Education and Care Law, National Education and Care Regulations, Equal Employment Opportunities, and Anti-Discrimination legislation.
- Advice may be sought from a number of sources if needed regarding employment of staff (i.e. Department of Family and Communities Services funding agreement, National Education and Care Law, National Education and Care Regulations, Community Connections Solutions Association NSW, Community Child Care Co-operative Ltd, on-line resources, or, resource booklets housed at the Centre).
- To ensure a good recruiting procedure the following 12 steps should be followed when and where appropriate:

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- 1) Understanding anti-discrimination law
- 2) Consulting “The Working with Children Check” legislation and procedures
- 3) Clarifying the need for and the role of the worker
- 4) Planning the selection process
- 5) Preparing a job/position description
- 6) Selection Criteria established
- 7) Appropriate advertising
- 8) Applications
- 9) Short listing (culling)
- 10) The Interview
- 11) Making the decision including checking Referees
- 12) Letter of Appointment
- 13) Orientation for new employee – See Attachment 1.

3. NEW STAFF

All new staff will need to complete a “Working with Children Check Employment Screening Consent Form” in accordance with The Working With Children Check and related legislation.

Please consult the Centre’s Child Protection Policy.

All new staff (including Relief, Casuals, Volunteers, Students) will also be given the following:

- Centre Information Handbook
- Staff Information Handbook
- Centre Staff File Information Sheet
- Job Description including Duties and Responsibilities
- Centre Orientation

All new permanent/part-time educators/ staff (and others where appropriate) will receive a Letter of Appointment stating:

- the position being accepted
- the commencement date for the position
- the current award under which employment takes place
- the rate of pay and how it will be paid
- probation period

Orientation for new staff should include:

- tour of the Centre
- introduction to staff members
- all appropriate documents as listed above
- information re policies and procedures
- explanation of the staff handbook
- access to information about the children enrolled in the group with which they will be working (depending on their role)
- discussion on programming/planning/record keeping
- if possible, a changeover period (if budget allows) where the existing or departing staff

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member and new staff member can work together and exchange information and be oriented.

- An Orientation/Induction Checklist (Attachment 1) will ensure that all critical information will be covered that the staff member will need to assist them to settle in to this workplace. The Checklist should be completed for and with the new employee as soon as possible then signed by the employee, Director, then kept in the employee's file.

PROCEDURES SPECIFIC TO STAFF/STUDENTS/VOLUNTEERS and RESPONSIBILITIES

1. STAFF APPRAISAL

All staff upon appointment will be issued with:

- ◇ a job description (including role and responsibilities)
- ◇ an attachment of competencies and expectations which guide professional behaviour
- ◇ an employment agreement/conditions of employment
- ◇ the Working with Children Check documents for employees

An opportunity for these documents and staff agreements to be evaluated and reflected upon is given during Staff Appraisal meetings with the Director. The timing of the Appraisal meeting will be decided upon between Director and Staff to ensure it meets the needs of the individual staff member, the Director and the Management Committee.

The Appraisal meeting should focus on individual staff member's work performance, their needs and their 'desires'. This will support planning for the future.

2. SIGNING IN AND OUT

All paid staff are to sign in and out daily, quoting the time of arrival and the time of departure, as well as the starting work and finishing work hours times. The Sign In/Out book is located in the Staff Room.

All unpaid staff and visitors must sign the Visitors Sign In/Out Book located at the Centre's front verandah Sign In/Out area.

3. SICK STAFF

All permanent paid staff are entitled to Sick Leave as per their appropriate Awards. (Please check with the Office Administrative Assistant and/or Director if unsure of outstanding leave entitlements.)

Staff unable to work due to illness (or some other emergency requiring absence) must notify the Director or Acting Director as soon as possible ensuring appropriate Relief staff may be contacted. The Director may be contacted at home as early as 6.45 am on the day of staff's absence or the evening before.

Upon the staff member's return to work a Staff Leave Record form (available from Director or in Staff Room) must be completed and given to the Director or left in Director's In tray. A copy will be give to Office Admin. Assistant.

Staff must ensure entry in Sign On book is updated with "LEAVE" entered onto that day(s) space. The Centre's Administrative Assistant may then cross-check entry with Leave Record form (and/or Director) to ensure correct wages are paid for that week.

Medical certificates may be requested for any day or days for which sick leave is claimed. A Medical certificate may be required for absences before or after a Public Holiday or weekend.

As per the Teacher's Award, 'Personal Leave' and the Child Care Worker's Award 'Personal/Carer's Leave', sick leave may be used for caring for a family member (for more detailed specific information please see the appropriate awards or ask at the Centre Office).

4. OTHER LEAVE (Long Service/Maternity/Bereavement/Leave without Pay/Other)

Staff requesting Leave must complete a Staff Leave Request/Record form (see attachment) and give it to the Director who will consult with the Management Committee re the approval/denial of the leave requested.

The Leave request will be considered by the Management Committee with reference to the appropriate Staff member's Award entitlements, and (where appropriate) with reference to the "Request for Special Leave without Pay Policy".

Once a decision has been made by the Management Committee (in consultation with the Director), the Staff Member will be given a copy of the Leave Request form which will have been signed by an Executive Committee member.

Staff may support requests for leave with a letter offering further information in relation to the need for leave at a particular time.

Leave requests may be responded to by the Committee with a letter where appropriate.

In extenuating circumstances and where there is no time to submit a Leave Request Form to the Committee prior to the leave being requested, the Director may or may not approve the leave; or one of the Committee Executive may be contacted by phone to (quickly) discuss the leave request.

5. RELIEF STAFF

Relief and casual staff will be employed as per the Centre's philosophy belief that a consistent staff team is crucial, offering the security and familiarity of known faces to children and parents,

and encouraging the development of trust and understanding as a basis for quality interactions

Staff employed will be 18 years of age or older.

Staff will be interviewed by the Director asking for any supporting documentation (e.g. Resume, References, Information regarding prior experiences, copies of qualifications,), and to complete the Working with Children Check forms.

Applicants will be encouraged to visit the Centre for a morning or a day to familiarise themselves with the Centre staff, the physical layout of the Centre, and to get a feeling of the Centre in operation.

Applications will be kept at the Centre as a Relief list and applicants offered work as it becomes available.

Copies of References and past employment history will be sighted and filed together with a Centre Staff File Information sheet and the signed 'Job Description' highlighting the **confidentiality clause**.

6. VOLUNTARY STAFF

Where and when appropriate volunteers will be included in the Centre's program in a support role only (not to be referred to, or placed in, a position where they would replace a paid staff member).

Copies of references and employment history, and a Prohibited Employment Declaration and Working with Children Check will be necessary and must be available to be processed and kept on file at the Centre.

Volunteers will complete a Centre Staff File Information sheet and sign the 'Job Description' with particular attention drawn to the **confidentiality clause**.

*Volunteers will participate in this service as per the *Volunteers in Projects Funded by the Department of Community Services and in accordance with the guidelines and principles as endorsed by Volunteering NSW and incorporated into Volunteering Australia's National Standards for Volunteer Involvement.*) See Attachment 2.*

7. STUDENTS

Students will participate in an Orientation Process prior to commencing their work placement

Students will complete a Centre Staff File Information Sheet and will sign the 'Job Description' for Casuals/Work Experience/Volunteers which gives guidelines for professional behaviour in relation to duties, responsibilities and confidentiality.

Students (as with volunteers) may not be counted as staff for the purpose of meeting any of

the requirements of the Licensing Regulations.

Students may be acknowledged as 'adult' in relation to 'local walks' as noted on the Enrolment Form and in the Excursion Policy.

Students are not be left to care for children alone and unsupervised.

8. STAFF TRAINING AND DEVELOPMENT

The Children's Centre goal in relation to Staff is to provide an environment where on-going development of the Centre and Staff as a whole are considered essential to the provision of good quality care and continuity of care for children and their families.

Consequently, providing staff with the opportunities to learn and develop professionally, benefits both the centre and the staff.

The opportunity for the Centre to support staff training/in-service and development will be reflected in the Centre's planned budget whenever possible

Staff will be given information on pending In-service/training opportunities and asked for an expression of interest. The ability for staff to attend in-service courses during work hours will depend on the number of staff interested at the one time, the availability of relief staff, the relevance of that particular in-service for the individual staff member, and the current availability of funds.

In-service training may also be planned as part of staff meetings and/or parent meetings either by inviting guests or a presentation by a staff member with a particular skill or area of knowledge.

Staff who attend In-services will be asked to present feedback to the staff team at a Staff meeting.

9. STAFF COMMUNICATION AND STAFF MEETINGS

Teamwork and a collaborative approach within the Centre will be encouraged and supported both formally and informally. Effective communication is essential if the Centre is to operate within a collaborative approach.

Formal structures in place to ensure all staff are given the opportunity to be informed members of this team working collaboratively together are:

- i. **A communication/day book** in the Staff Room for messages, coming events, staff leave, term breaks, etc. to be recorded. Staff are encouraged to read the day book daily and to write in it as a means of ensuring ALL staff receive a particular message.
- ii. **Staff Room notice board** - will also convey particular information in relation to contacts,

staff roster, in-services, flyers etc.

- iii. **Staff Meetings** - will be held regularly – usually held on Mondays and scheduled for every 2 weeks between 3.40 pm and 5 pm. Staff will be paid for the extra time to attend Staff Meetings. Meeting minutes are posted on Staff Noticeboard the following day for all to read.

Staff meetings are an ideal time for all staff members to get together to discuss all aspects of the running of the centre - for example, the program, the curriculum, the children, and the parents. It is an opportunity for staff members to express their ideas and beliefs, and to share their knowledge and experience with other members of the team. ALL staff are encouraged to attend and will be paid at ordinary time.

- i. **Prior to each staff meeting a meeting agenda notice** will be put on the Staff Room notice board with Staff given the opportunity to record:
- where the staff meeting will be held
 - who will Chair the meeting
 - who will record meeting minutes
 - Occupational Health and Safety agenda items/issues
 - other specific agenda items
- ii. Minutes will be recorded and kept on file in the Director's Office.
- iii. Following each staff meeting current mail items or any readings presented during the staff meeting appropriate for staff team members, will be put in a file or folder in the Staff Room e.g. current early childhood quarterlies, booklets, Early Childhood Australia information, Community Connections Solutions Assoc NSW information, current information from Department of Community Services etc.
- iv. Informal interactions and discussions should reflect staff members respect for each other and demonstrate that each values other's different attitudes, opinions and beliefs.

10. **STAFF BREAKS**

Staff members working a whole day i.e. 8.30 a.m - 3.30 pm (or five hours in any one day), are encouraged to take a break (no more than 1/2 an hour) at a convenient time in relation to the children's program and other staff. This break (as per the Award) is regarded as time worked and supervision of children may be expected to continue during these breaks. Staff members being paid under the Children's Services Award are considered to be part-time staff due to Preschool hours worked (not a 38 hour week).

Staff members are discouraged from leaving the Centre during this break, however, if there is a real need, the Director must be advised. This will only be possible if the centre is able to maintain appropriate staff/child ratios in their absence. During this time the staff member cannot be counted in the staff/child ratios.

Due to the nature of employment conditions at this Centre, (not being Long Day Care), morning tea and afternoon tea breaks are not available. Staff are encouraged to join the

children at these times with an appropriate snack, interacting with them as another important part of the day's program.

Staff, when eating and drinking with the children, must model good nutrition and must adhere to the food exclusions as per the *Medication & Medical Conditions Policy*.

Staff must not walk around with drinks (hot or cold) whilst supervising and working with children, and while greeting and farewelling children and parents. Hot drinks must be closely guarded by staff, not left unattended on shelves and not carelessly drunk with children close by. A water bottle can be close at hand as staff are encouraged to drink water and model water drinking to the children.

11. STAFF GRIEVANCE PROCEDURE

Staff members who have a grievance should talk to the Director at their earliest convenience. Staff members who have concerns that involve established routines or other staff, should try and approach the problem professionally and offer possible solutions.

It is not ethical to involve other staff members or parents in an individual concern, and it is not ethical or professional behaviour, to have that concern affect staff relationships. It is also not appropriate to involve outside agencies before seeing the director with your concerns.

The Director will try all avenues to solve the problem at centre level. If this becomes impossible, or no apparent progress or compromise is being made, a mediator or member of the management committee may be asked to attempt to solve the problem. The Director's role is to be non-judgmental, unbiased and fair.

Staff members are always encouraged to communicate openly with the Director and fellow staff, and to discuss any concerns informally, or at staff meetings. Working as a team is also encouraged, and having respect for other members of the team is imperative.

Staff members who belong to a 'union' should contact the union if they have major concerns.

For further information read the Centre's Educators & Staff Grievance Policy.

11 PROCEDURE FOR ADDRESSING UNSATISFACTORY WORK PERFORMANCE

When addressing unsatisfactory work performance, Management will provide procedural fairness for staff members. This means that concerns will be raised with the staff member in a timely manner and adopt the warning and counseling system.

Immediate dismissal may occur if a staff member's behavior is sufficiently serious and the behavior relates to:

- the willful and deliberate damage or theft of property from this service
 - fraud in respect to training/qualifications
 - being drunk or under the influence of drugs on the job
 - breaches of the Education & Care Services National Law and the Education & Care National Regulations and the Children and Young Persons (Care and Protection) Act, 1998.
- Management should exercise the right to immediate dismiss a staff member ONLY after careful consideration of the facts and after obtaining professional advice.

13. HYGIENE PRINCIPLES to be FOLLOWED

(refer to 5th Edition Staying Healthy – Preventing Infectious diseases in early Childhood education and Care Services)

Staff must encourage and model for children, simple rules of hygiene at all times.

Handwashing

- Regular handwashing throughout the day MUST be practised, using liquid soap, good handwashing techniques (as per 5th edition Staying Healthy in Childcare Part 3-3.1.1 How to wash hands with soap & water)) and paper towel for wiping hands.
- Handwashing is the most important way of controlling infection and the most effective way to prevent the transmission of disease.
- Wash hands before preparing, serving or eating food.
- Wash hands after going to the toilet and after assisting each child with toileting/after each nappy change.
- Wash hands after changing children's soiled clothes.
- Wash hands after cleaning up faeces, vomit or blood (all body fluids).
- Children are to be shown and supervised at handwashing in bathrooms and at nappy change area
- Wash hands after wiping your nose and after wiping a child's nose/or use a barrier between skin and tissue e.g. freezer bag or disposable gloves, after which all are
- Wash hands before and after administering first aid.
- Wash hands after handling animals/Centre pets.
- At times, in place of handwashing, it may be advisable to wear disposable gloves.

Cleaning

- Staff must be aware of the Centre environment at all times, cleaning tables, sweeping areas, spot cleaning after children's activities etc. using appropriate cleaning products, whenever and wherever appropriate.
- Cleaning cloths of different colours are used for different jobs – GREEN for kitchen, BLUE for General, RED for the bathroom, nappy change areas use paper towel with germex (remove child from area before spraying germex onto paper towel.
- The Centre is cleaned at the end of each day by a contract cleaner.
- Children's tables need to be wiped thoroughly before and after using them for mealtimes.
- Floor areas need to be swept at times during the day to ensure a clean and tidy environment for children, parents and visitors.
- ALL POTENTIALLY DANGEROUS PRODUCTS** are never to be left in the reach of

- children. They must be clearly labelled and stored away safely after use.
- vii. The storage area for potentially dangerous products is on the shelving in the Laundry area which is kept secure by ensuring the latch on the Special Needs bathroom area & Laundry door, spray Germex bottles are to be kept out of reach of children in locked areas; the Garden Room kitchen screen door ALWAYS closed when children are in attendance and Palms room kitchen Gate to be closed at all times.
 - viii. Equipment / toys which have been mouthed by a child need to be soaked/washed and dried before being put back into play for other children.
 - ix. Equipment / toys should be washed regularly. For some pieces of equipment this will mean daily, for others it will mean at the end of a term, or at the end of the year.

14. SOME SAFETY PROCEDURES to be aware of and practiced

- i. Children ARE NOT TO BE LEFT UNSUPERVISED at any time by permanent regular staff.
- ii. When needing to lift equipment etc., assess the size, the possible weight, and your ability to lift the piece of equipment alone. If in doubt call another staff member to assist you, engaging in appropriate 'manual handling' procedures; refer to the Workplace Health & Safety:
 - a. it is important to be balanced, lift smoothly, bend knees and avoid unnecessary twisting, bending and reaching
 - b. take a secure grip
 - c. pull load close to the body
 - d. team lifting should include partners of similar height and build.
- iii. Keep storage, garage doors, the laundry door and kitchen doors closed to ensure they are inaccessible to children.
- iv. Be aware of Evacuation Policy and Procedures (please read).
- v. Be aware of all Policies relating to Safety (Incidents, Injury, trauma & Illness, Excursion, Child Protection and others available in Centre Policy Book.)
- vi. Children are to be discouraged from riding bikes on the verandah and down ramps.
- vii. Safety plugs must be in power points when not in use.
- viii. Replace first aid kits immediately after use.
- ix. Report anything that appears broken and/or unsafe about the Centre to the Director for repair or replacement. See also the Workplace Health and Safety Policy.
- x. As staff leave their own specific playroom at the end of the day they are to check the room and any adjacent areas to ensure no child is still on the premises and to ensure doors and windows are securely locked.
- xi. The Staff member(s) who is last on the premises must be responsible for ensuring the Centre premises is locked and secure.
- xii. Staff room door should be kept closed for security purposes when not in use by staff. Whilst it is not advisable to bring and leave valuables in the Staff Room please consult the Director if there is a need to lock it for security purposes during the day.
- xiii. Staff are NOT to access the LOCKED FILE CABINET or the Director's File Cabinet in the Offices unless directed by the Director/Certified Supervisor or Committee member.
- xiv. Staff are not to transport children anywhere in their own car (or anyone else's car) unless, in extenuating circumstances, the Director has given approval and parents

approval in writing has been given.

- xv. Question any stranger to the Centre. Do not assume someone else has done the job. There is no need for stand-over tactics, just say hello, ask if you can help them, and observe their actions. (Also read the Arrivals and Departures Policy)

15. FIRST AID AND RECORDING Incident, Injury, Trauma and Illness

Staff are encouraged to practise Workplace Health and Safety (see WH&SPolicy and WH&S Handbook).

Please read 'Incident, Injury, Trauma and Illness Policy', and First Aid Policy. Students and Volunteers are not to administer First Aid.

All Incident, Injury, Trauma and Illness occurring at the Centre must be recorded. Children's Incident, Injury, Trauma and Illness are recorded in the Incident, Injury, Trauma and Illness Report booklet located with Medication Folder in rooms. For all Serious Incident, Injury, Trauma & Illness complete form attached to policy. Report serious Incident, Injury, Illness and Trauma to Nominated Director.

Staff's Incident, Injury, Trauma and Illness record are to be recorded on the Educator/employee Incident, Injury, Trauma and Illness report form and the Hazard Report located in the staff Information folder stored in Staff room.

- a. Recording of Incident, Injury, Trauma and Illness must be done as soon after attending to the Incident, Injury, Trauma and Illness as possible. Entries to booklets must be witnessed by an educator and the Centre Director/Nominated Supervisor must be advised.

The Centre Director/Nominated Supervisor must be notified of a staff member's Incident, Injury, Trauma and Illness and advice may be given to see a doctor immediately depending on the severity of the Incident, Injury, Trauma and Illness. Please refer to the Workplace Health & Safety Policy.

When administering first aid to children:

- i. all staff are to hold a current First Aid Certificate, Asthma and Anaphylaxis certificate
- ii. all types of attention to a hurt child (cold pack, comfort, Band-Aid etc.) are considered to be 'first aid' and must be recorded with a copy made available for parents.
- iii. make a note on the Sign In sheet next to child's name in column provided, for parent to see staff member to ensure parent signs the First Aid record sheet before being given a copy.
- iv. assess the situation calmly and quickly, seeking advice from other staff if necessary, advising Director if necessary (i.e. if incident, injury, trauma and illness appears to be of a serious nature, and/or one requiring further medical attention), and calling an ambulance on 000 if necessary (if ambulance is necessary or injury is serious, another staff member is to contact and notify parent immediately whilst first aid is being given)
- v. administer first aid wearing disposable gloves if contact with body fluid is likely

- vi. clean up first aid area if needed (with disinfectant if needed) and wash hands after administering first aid
- vii. return child to an appropriate play area if possible or contact parents to collect the child informing them of the incident, injury, trauma and illness.

16. SUPERVISION OF CHILDREN

Appropriate supervision of children is the key to ensuring their safety.

- i. Child/staff ratios as per the Education and Care Services National Law and The Education and Care Services National Regulations must be maintained at all times.
- ii. All children should be in direct sight and/or sound contact by staff at all times.(see Child Protection Policy)
- iii. A staff member is not be alone with one (or more children) on their own without notifying another staff member and/or without being in sight or sound of another staff member.(see Child Protection Policy)
- iv. Staff must only release children to authorised people (please see Acceptance and Refusal of Authorisation Policy, Arrivals and Departure Policy) and Enrolment Form.
- v. Staff should encourage children to inform staff when they leave the room to go to the bathroom.
- vi. Children should not be encouraged to enter areas of the Centre by themselves if not in sight or sound of the staff.
- vii. Question any stranger to the Centre. Do not assume someone else has done the job. There is no need for stand-over tactics, just say hello, ask if you can help them, and observe their actions.
- viii. **Children on change tables must be supervised at all times and never left alone (as per Nappy Change Procedure).**

17. INFORMATION ON HEALTH AND OTHER RELATED ISSUES

A range of information is available to staff in the form of:

- 5th Edition Staying Healthy in Childcare and other health related articles
- resources, books, leaflets, located in the Staff room, or distributed to staff as it becomes available
- signs/posters

Staff are encouraged to read, attend appropriate in-services, or discuss at staff meetings/parent meetings, about information related to adult and child health issues.

If staff choose to be immunised for protection from a vaccine preventable disease related to their work with children, please refer to the part 4 of the 5th edition Staying Healthy preventing Infectious diseases in early childhood education and care services. A record of the immunisation will then be kept at the Centre. (refer to the Infectious diseases Policy).

18. SUN PROTECTION

Please see Sun Protection Policy.

19. CLOTHING

Staff, Students, and Volunteers are advised:

- i. to wear safe footwear and clothing that is comfortable, clean and tidy to give a professional presentation appropriate to this workplace.
- ii. not to wear clothing that is indiscreet in relation to body part exposure (short tops, short shorts, very low cut tops etc.).
- iii. not to wear beach thongs, scuffs, high heels or other inappropriate footwear in relation to Workplace Health and Safety.

20. SMOKE FREE WORKPLACE

This applies to all Staff, Students, Volunteers and Visitors.

The Centre has a duty under the NSW Workplace Health and Safety Act to provide a safe working environment and to protect the health of all employees and clients (children and their families) from Incident, Injury, Trauma and Illness arising from the workplace.

Further, in relation to our 'duty of care' of young children, the Centre is, at all times, **a non-smoking workplace.**

Those working with children in this Centre, if a smoker, are advised to be aware of the odour of smoke on their breath, body and clothes and to consider ensuring this does not become an imposition on colleagues, parents, and children.

Smoking is prohibited -

- inside the Centre
- outside in the Centre grounds
- whenever you are in sight of/or with the children or their family members during work
- on excursions

21. REGULAR PROCEDURES TO BE FOLLOWED

When you arrive at the Centre:

- i. Park in River Street opposite the Children's Centre or in Regatta Avenue at the back of the Centre.
- ii. Sign On - don't forget to Sign Off as well.
- iii. Read the Day Book every day.
- iv. Scan the Noticeboards daily.
- v. If you happen to miss a staff meeting please check the following day for Minutes (on

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Staff room noticeboard) and read them to catch up on items discussed. Please ask Director or other Staff for any points of clarification.

- vi. Be aware of the environment as you enter and clear any debris, rubbish or inappropriate items you may notice on your way.

Things to know in the rooms:

- i. Make sure all power points have power point covers inserted when not in use.
- ii. Make sure all exits are accessible and not impeded by equipment.
- iii. Be aware of fire extinguisher and fire blanket locations.
- iv. Make sure kitchen / craft preparation areas are inaccessible to children.
- v. Return CD's to their covers for protection.
- vi. Pack away resources in their correct storage 'spot' after use.
- vii. Toys that belong in the storeroom are to be stacked neatly and safely.
- viii. Remove blue tac from posters/pictures before putting them away in their correct folder.
- ix. Check that magnetic stories lay flat in their plastic sleeve and that each magnetic strip is NOT touching another. This will ensure a longer life for them.
- x. Torn books are to be repaired before going back on the shelf (by the staff members who finds them. Please use contact to repair torn pages, this is an excellent opportunity for children to learn about caring for our resources and that books are valuable and we care about them for all children that attend the centre now and in the future. (Sustainability)
- xi. Always check with outside staff if children come in asking to take equipment or craft materials outside.
- xii. The making of 'weapons' and 'hero play' should be guided by the development Learning through the play and the outcome that may occur (supervision of this activity is required at all times).
- xiii. Please cut all PLUGS and CORDS off all electrical equipment used for Dramatic Play (eg. phone cords, computer keyboard cords)

21.3 Things to know outside:

- i. The outside area needs to be prepared for children's play. This preparation includes checking for foreign objects and materials that need to be disposed of in relation to OHS, tidying up the area by sweeping if necessary, wiping down wet play equipment, and in general checking that the area is safe and ready for children's safe play.
- ii. Children ARE NOT TO BE LEFT UNSUPERVISED at any time by permanent regular staff.
- iii. The BIKES are (usually) only to be ridden on the paved area. If other areas are equipment free this may also be used. Usually bikes are put away before the afternoon session so they do not block the flow of people traffic.
- iv. Sand, pebbles and bark are not to be thrown.
- v. Climbing equipment is to be set no higher than 500mm due to the lack of 'free fall

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- space’.
- vi. Equipment is to be put away clean and in their storage containers, or areas, whenever possible.
 - vii. Please decide (or consult with another staff member) which inside toys can be taken outside (will taking them outside cause deterioration of paintwork, sand getting clogged in parts, cause them to have a ‘shorter life’, get lost or buried in the sand, or slip through timber decking slats?)

21.4 Handy things to know:

- i. The pay Fortnight ends on Wednesday and pays are available Thursday. Wages are paid to all Staff by Internet Banking direct into nominated account, pay slips are emailed directly to staff members personal email address, if you do not have an email address please see Administration Officer to make other arrangements .
- ii. Coffee, Tea, Milk, Sugar and Cups are provided.
- iii. There is a small bar fridge in Garden and River Room and the Staff/kitchen, to store Staff member’s food.
- iv. Staff/Parent Library – Record the borrowing and return of books in the Staff Room Day Book. Enter the name of the person and the resource on the date of borrowing, then mark “returned” next to that entry, when returned.
- v. Inquiry phone calls – re Enrolment or OCC to be directed to the Director or next in charge in Director’s absence or take a return phone number.
- vi. Office is only attended by Office Admin. Assistant Monday, Wednesday and Friday mornings. Staff need to answer phones at other times.
- vii. Preschool shuts down for School Term breaks. Occasional Child Care only shuts down between the end of Term 4 and the beginning of Term 1 the following year.