



CASUAL & RELIEF STAFF POLICY

Our Service aims to maintain continuity of education and care and abide by the Education and Care Services National Regulations and National Quality Standard by employing quality relief staff to replace permanent staff on a short-term basis when necessary.

We ensure our Service meets or exceeds the minimum educator to child ratios as mandated in National Law to ensure adequate supervision is maintained and educators provide quality education and care in a healthy and safe environment.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children’s learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.

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	
10	Meaning of actively working towards a qualification
82	Tobacco, drug and alcohol-free environment
84	Awareness of child protection law
120	Educators who are under the age of 18 to be supervised
123	Educator to child ratios – centre-based services
135	Illness or absence of early childhood teacher or suitably qualified person
145	Staff Records
149	Volunteers and Students
151	Record of educators working directly with children
168	Policies and Procedures
170	Policies and procedures are to be followed

RELEVANT POLICIES

Code of Conduct Policy	Privacy and confidentiality Policy
Child Protection Policy	Recruitment Policy
Child Safe Environment Policy	Respect for Children Policy
Enrolment Policy	Sleep and Rest Policy
Interactions with Children Families and Staff Policy	Staffing Arrangements Policy
	Tobacco Drug Alcohol Free Policy

SCOPE

This policy applies to children, families, staff, management, approved provider, nominated supervisor students and visitors of the Service.

PURPOSE

Our Service is committed to being a child safe Early Education and Care Service and embeds the Victorian Child Safe Standards. Our recruitment and screening processes for permanent and relief staff play a vital role in protecting children from harm.

IMPLEMENTATION

Our Service will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements and ensure all staff adhere to our Code of Conduct. Potential casual/relief staff will be required to attend an interview with management to ensure they are a *'fit and proper person'* and hold the required ACECQA approved qualifications for the particular role within the service or be defined as a 'suitably qualified person' for the position. This includes documentation such as:

- approved early childhood qualification as set out by ACECQA or
- proof of *actively working towards* an approved early childhood qualification or
- an approved early childhood teaching qualification or
- (to be classed as an ECT) proof of *actively working towards* at least an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification **or** holds an approved early childhood education and care diploma (see: [ACECQA qualifications checker](#)) or
- (to be classed as an ECT) an individual who is VIT registered as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care certificate III (or higher approved qualification)
- current Working with Children Check or VIT
- First aid
- CPR
- Anaphylaxis & asthma management training
- Approved child protection certificate
- Food safety certificate.

The interview process will include management checking 2 references to ensure the applicant is a 'fit and proper person' and verify their Working with Children Check (WWCC) or VIT

Relief/casual staff will be placed on the casual list and invited to the Service for an orientation prior to commencing any work.

AGENCY RELIEF STAFF

The service may use an agency such as ANZUK, Randstad or Z-recruitment. These agencies will screen staff to ensure they are suitable for the position before they are sent to work at the service. Agency staff will be used as a last resort after the service's casual/relief pool is exhausted. Agency staff will provide copies of their qualifications and arrive 10 mins early to the service to ensure a handover.

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
- Code of Conduct
- Child Safe Standards
- Child Protection
- sign in and out processes
- emergency evacuation procedure
- service amenities
- children's medical and/or dietary requirements and conditions
- the Service's program and routine
- their roles and responsibilities
- supervision requirements
- privacy and confidentiality requirements
- Work, Health and Safety

RELIEF STAFF INDUCTION PACK

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

- The educator's guide
- Service philosophy
- job description
- employment contract
- Code of Conduct
- employee details form

SERVICE REQUIREMENTS

Prior to relief staff commencing at the Service management must be provided with the following information:

- proof of minimum educational qualification/training
- current Working with Children Check or VIT
- First aid
- CPR

- Anaphylaxis & asthma management training
- Approved child protection certificate
- Food safety certificate
- Staff detail form
- signed employment contract and job description
- completed Tax File Declaration form
- superannuation details
- emergency contact details
- immunisation status

EMPLOYMENT COMMENCEMENT

- It is recommended 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 nominated supervisor/Assistant director/Educational Leader / Lead Educator
- Under the guidance of their Lead Educator, 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 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 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 or controversial clothing to be worn.

Pants/Shorts

- Pants are to be in neat and tidy condition (no ripped jeans)
- Dresses are to be past the knee or have suitable clothing underneath (such as long shorts or leggings)
- shorts 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
- T-shirts must cover the shoulders
- singlets, midriffs and strapless tops are inappropriate and therefore will not be accepted in the work environment.

Footwear

- educators and kitchen staff must wear enclosed shoes at all times
- enclosed shoes are preferred for all other staff
- thongs or uggs are not appropriate dress and are considered dangerous footwear in the workplace.

Sun Safety

- all staff are required to wear a hat when participating in outdoor activities (as an example to children, for your own protection, and to comply with legislation)
- staff will be required to wear a wide brimmed hat (no caps)
- staff will be provided with sunscreen for use
- staff may wear sunglasses in the outdoor environment
- enclosed shoes are to remain on at all times.

ALCOHOL, TOBACCO AND OTHER DRUGS

- staff members are not permitted to consume alcohol, use tobacco or vape, or use other drugs whilst on the premises of a children’s service (Reg: 82)
- staff are not to offer or supply alcohol, tobacco or other drugs to any person at the 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.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Relief Staff Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

RELATED RESOURCES

Relief Staff Availability Form

SOURCES

Australian Children’s Education & Care Quality Authority. (2014).
Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023)
Fair Work: <https://www.fairwork.gov.au/starting-employment/types-of-employees>
Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Megan Hipkiss	Centre Support	Feb 24
POLICY REVIEWED	DECEMBER 2023	NEXT REVIEW DATE	DECEMBER 2024
VERSION NUMBER	V11.12.23		
MODIFICATIONS	• annual policy maintenance		

	<ul style="list-style-type: none"> added QA4- Staffing Arrangements QA and Standards to policy changes to NQF added- embedding National Child Safe Principles added 'vaping' to alcohol, tabaco and drugs sources checked for currency and updated as required 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
DECEMBER 2022	<ul style="list-style-type: none"> policy maintenance - no major changes to policy removal of COVID mandated vaccination requirement continuous improvement/reflection section added Childcare Centre Desktop - related resources section added link to Western Australian Education and Care Services National Regulations added in 'Sources' 	DECEMBER 2023
OCTOBER/DECEMBER 2021	<ul style="list-style-type: none"> policy reviewed to include mandated COVID-19 vaccination requirements for some jurisdictions addition of child information sharing schemes (VIC- MARAM) review as part of annual review cycle (December 2021) 	DECEMBER 2022
DECEMBER 2020	<ul style="list-style-type: none"> additional regulations added Child Safe Standards added minor edits 	DECEMBER 2021
DECEMBER 2019	<p>rewrite of introduction to policy related policies added Addition of necessary documentation sources checked for currency minor formatting editing</p>	DECEMBER 2020
DECEMBER 2018	<p>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.</p>	DECEMBER 2019
OCTOBER 2017	Updated references to comply with the revised National Quality Standard	SEPTEMBER 2018
SEPTEMBER 2017	Minor changes made to policy	SEPTEMBER 2018
NOVEMBER 2016	New Format created and policy created	SEPTEMBER 2017