



Staff & Committee members children being on the premises outside operating hours

Introduction

The aim of this policy is to ensure a harmonious, professional and ethical workplace environment is maintained for all staff members, with a clear distinction and separation of duties and responsibilities during times all aspects of the day.

It is in the best interests of both the child and the staff member that there is a clear separation in their preschool experience, allowing all stakeholders the freedom to engage to their fullest potential in the preschool without any barriers or conflict of interest whilst keeping everyone safe.

Goals – What are we going to do?

Kootingal and District Preschool maintains a safe and secure environment where children are free to explore and learn more about their world. The Approved Provider and educators are familiar with regulatory requirements and standards regarding supervision. When a staff member's child is present outside of operating hours it is the responsibility of the staff member to ensure that the child is safe as well as their duties as an educator are being met.

Our service is committed in creating a supportive working environment for all employees and adhering to anti-discrimination practices for all children and families. We recognise that family responsibilities are of the utmost importance and staff members having their child attend the service where they are employed, is time efficient and provides flexibility and convenience. However, having their child attend the service, may also present its own unique set of challenges and concerns for various stakeholders, including families and staff. It is therefore paramount, that clear communication and collaboration with management and employees is maintained to ensure a positive and successful workplace for all. Injuries that occur to the staff or committee members children while on the premises will be the responsibility of the staff or committee member.

Strategies – To achieve our goals

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none">➤ Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.➤ Ensure a safe work environment is provided to the employee and child, free of bullying and discrimination.➤ Ensure the enrolment continues to allow the service to meet operational requirements regarding age and ratios.

	<ul style="list-style-type: none"> ➤ Ensure staff members are made aware of this prior to enrolment of a child or new staff member joins the team
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Carefully plan rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions. ➤ Ensure the educator and their child will not be placed in the same room. ➤ Ensure the educator is aware that the child is their responsibility outside of operating hours ➤ Have clear and defined roles for staff and educators to ensure we are maintaining a fair and equitable service for all children, staff and employees ➤ Review this policy on a case-by-case basis if any issues arise
Early Childhood Educators	<ul style="list-style-type: none"> ➤ Ensure all children are treated equally and fairly ➤ All educators maintain their professionalism towards the staff member ➤ Those whose child is in attendance must ensure the child is safe and understand that the child is their responsibility outside operating hours ➤ Educators are required to perform their duties whilst ensuring their children remain safe and supervised. ➤ Bring any concerns or situations to the Director

Monitoring, Evaluation and Evaluation

Interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world. Risks are assessed and managed so that the environment can be safe, educative and stimulating. Children's activity, interactions and play are planned for and monitored by educators with consistent strategies to minimise potential dangers to children

Management and staff will monitor and review the effectiveness of the Supervision policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Interactions with Children

Child Protection

Child Safe Code of Conduct

Emergency and Evacuation

Related Legislation:

NQS

Quality Area 4	Staffing arrangements
<i>Standard 4.1</i>	<i>Staffing arrangements</i>
<i>Standard 4.2</i>	<i>Professionalism</i>
Quality Area 5	Relationships with children
<i>Standard 5.1</i>	<i>Relationships between educators and children</i>
Quality Area 6	Collaborative partnerships with families and communities
<i>Standard 6.1</i>	<i>Supportive relationships with families</i>

National Regulations

Reg	84	Awareness of child protection law
Reg	145	Staff record
Reg	157	Access for parents
Reg	168	Education and care service must have policies and procedures
Reg	170	Policies and procedures to be followed

Sources:

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Human Rights Commission. Child Safe Organisations. <https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>
- Child Australia Cultural Connections Booklet. (2017).
- Early Childhood Australia Code of Ethics. (2016).
- Australian Government Department of Education, Skills and Employment (2009) (2022). Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022
- Education and Care Services National Law Act 2010..
- Education and Care Services National Regulations. (Amended 2023)
- Guide to the National Quality Framework. (2018). (Amended 2023)
- NSW Department of Education. (2021). Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services.
- Privacy and Personal Information Protection Act 1998 (Cth).

- Revised National Quality Standard. (2018).

Developed: 2023

Reviewed: