

Staffing

Policy Statement

This policy outlines the recruitment, induction, retention and relief work strategies implemented at Kids Biz OSHC services. Recruiting and retaining a high-quality cohesive team is important for enhancing the care provided to children. Kids Biz is an Equal Opportunity Employer and does not tolerate discrimination.

Policy Considerations

- National Quality Standards/Elements: 4.1 (Staffing arrangements), 4.2 (Professionalism), 7.1 (Governance)
- Equal Opportunity Act 2010
- Anti-Discrimination Laws
- Working with Vulnerable People (Background Checking) Act 2011
- Fair Work Act 2009 Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Discrimination Act 1975

Procedure

RECRUITMENT

When a position becomes available, advertisements will be placed on online job boards including Indeed, ACU Career Hub, UC Career Hub, and ANU Career Hub. Other online job boards and the use of local and regional newspapers will also be considered. Existing educators will also be encouraged to refer candidates via word of mouth.

Advertisements will include:

- Job title
- Specific employment information
- Include that a Working with Vulnerable People check will be required

Applications in writing should include:

- Contact telephone numbers
- Resume
- Minimum of 2 referees

EQUAL EMPLOYMENT OPPORTUNITY

- Job applicants are offered positions based on their skills, experience and qualifications
- Job advertisements should use inclusive language
- Applicants and staff members will not be discriminated against on the basis of:
 - Race
 - Colour
 - Sex
 - Sexual orientation
 - Age
 - Physical or mental disability
 - Marital status
 - Family or carer's responsibilities

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- Pregnancy
- Religion
- Political opinion
- National extraction
- Social origin

SELECTION

- If an application fits the criteria for employment, they will be contacted via telephone or in writing to attend a trial shift or interview.
- During the trial shift, the applicant will be given an orientation to the service, a tour around the facilities and asked to perform some of the basic daily duties. A trial shift may be paid in certain circumstances.
- The applicant will be observed during the trial shift and deemed either suitable or not suitable for employment by the Coordinator.
- Casual employees should not be given express or implied expectations of ongoing or regular work.
- A casual employee shall not replace a permanent employee on an ongoing basis.

NOTIFICATION

- Applicants will be given the approximate time that they will be contacted regarding their suitability for the position. Successful and unsuccessful applicants will be notified of their suitability by the Coordinator or Management Team either verbally or in writing.

INDUCTION

The Coordinator, or an appropriately experienced team member, will conduct the induction process on the staff's first shift after the applicant has accepted the position.

The induction process will include:

1. Discussion about working arrangements and expectations, including professional code of conduct and duty of care.
2. Opportunity to ask any questions regarding the Service or expectations. The new staff member will be provided with a Staff Handbook, which will include the following information:
 - a. Service operation and hours
 - b. Policy & Procedures Information
 - c. Position Specification
 - d. Terms and conditions of employment
 - e. Taxation forms
 - f. Appropriate lines of communication with staff and Management Team
 - g. Code of Conduct
 - h. 'Keeping Children and Young People Safe' Handout (Published by the ACT Office for Children, Youth and Family Support)

RETENTION

Staff will:

- undergo induction sessions outlining responsibilities, expectations and requirements of their position and understand related policies and procedures that underpin our OSHC service;

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- participate in service-based training to complement their existing experience and qualifications and ensure they have an operational understanding of policies and procedures;
- participate in regular self-assessment in conjunction with performance and professional development reviews and contribute to planning future performance goals;
- engage in formal performance evaluations which will be documented on a 6 monthly basis and incorporate agreed plans, development strategies and agreed outcomes of previous evaluations (refer to *Performance Management* policy);
- hold and maintain required qualifications in line with their position and consider undertaking supported additional training to expand capabilities and support their development.

Kids Biz will:

- conduct regular and targeted reviews of our staff to ensure training has equipped them with the necessary skills and that they are performing at a high standard;
- retain quality professionals by providing non-contact programming time, competitive remuneration, flexible hours, work from home options, professional development training and higher duties experience;
- dedicate time to engage with our staff and consider their ideas and values whilst working in collaboration to support professional practices in performance and service delivery; and
- clearly set out expectations and performance requirements with consideration to roles and responsibilities.

RELIEF WORK

- If a staff member is unable to attend a designated shift due to illness or unavoidable circumstances they must contact the rostering Coordinator as soon as possible via the Sling app or call the staffing phone.
- Illness notifications within 24 hours of the rostered shift must be made to the Staffing Coordinator via phone.
- Educators are expected to keep their availability up to date on the Sling app to ensure they are not rostered for times they are not available to work.
- A file recording; experience, qualifications, Prohibited Employment Declaration and completed Working with Children Check, will be kept at the Service.
- When no staff members are available to fill a position, the Coordinator may contact an Employment Agency to employ someone they recommend from their relief list.
- Relief staff must adhere to all areas of confidentiality.
- Payment of wages will be processed via direct deposit and paid to the designated employee.

NOMINATED SUPERVISOR/RESPONSIBLE PERSON/EDUCATIONAL LEADER

- A responsible person will be present at the Service at all times. The responsible person may be:
 - The Approved Provider or person with management or control
 - A Nominated Supervisor
 - A person in day-to-day charge of the Service
- The Nominated Supervisor will be selected by the Approved Provider. The Nominated Supervisor must meet the minimum requirements set out in regulation 117C and consent to their placement in writing.
- The person in day-to-day charge of the Service will be selected by the Nominated Supervisor or Approved Provider. The person in day-to-day charge must meet the minimum requirements set out in regulation 117B and consent to their placement in writing.

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Kids Biz Holidays & Sports

OSHC Policies & Procedures

- The Approved Provider or Nominated Supervisor may remove a person in day-to-day charge from their position if they become aware of a reason that could prevent the person from being suitable for the position.
- Each service will have an Educational Leader who will be responsible for guiding and implementing the educational program.
- The Educational Leader will be selected by the Nominated Supervisor or Approved Provider.

Document Version Control

Version Date	Changes
21/09/2021	<i>Induction, Relief work, Recruitment and Retention and Responsible Person policies merged into Staffing policy.</i>

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