

POLICY AND PROCEDURE

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POLICY NAME	Staffing Arrangements (Quality Area Four)
POLICY TYPE	Childrens Services
PURPOSE	<p>To ensure that;</p> <ul style="list-style-type: none">· Staffing arrangements in each of the Northside Early Childhood Centres enhance all children's learning and development.· Staffing arrangements in each of the Northside Early Childhood Education Centres ensure Educators and children's safety and wellbeing.· All Educators at Northside Early Childhood Education Centres develop and sustain a strong sense of professional identity· All Northside Educators at Northside Early Childhood Centres are meeting or exceeding the staffing arrangements as required in the National Quality Framework (including the Early Years Learning Framework, the National Quality Standards and National Law).
SCOPE	<p>This policy applies to all Northside staff members. Specifically all Northside staff members who are employed in Northside's Early Childhood Education Centres. This includes all Educators, Room Leaders, Cooks, Assistants, Early Childhood Teachers and Centre Directors.</p>
DEFINITIONS	<p>Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services business units.</p> <p>Staff member: Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.</p> <p>Service: Any Early Childhood Education Centre or activity operated by Northside Community Service.</p> <p>Educators: early childhood practitioners who work directly with children in early childhood settings</p> <p>Professional Identity: A framework of ethical principles and professional standards used by Educators to guide decisions-making and practice, in accordance with the Early Childhood Australia Code of Ethics, the Early Years Learning Framework and the Northside Community Service Code of Conduct.</p> <p>Self-Assessment: A regular, formal and documented process where Early Childhood Centres review and assess their practices, programs and operations against the National Quality Standard.</p>
POLICY	<p>This policy ensures that at all times;</p> <ul style="list-style-type: none">· Educator-to-child ratio and qualification requirements are maintained in line with the NQF

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	<ul style="list-style-type: none">· All Educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.· All interactions between Educators convey mutual respect, equity and recognition of each other's strengths and skills.· All Educators understand and can articulate their legal responsibilities as Certified Supervisors. <p>This policy also ensures that in all Northside Early Childhood Education Centres:</p> <ul style="list-style-type: none">· The Centre Director is formally appointed as the Nominated Supervisor (as per National Education and Care Regulations).· The Centre Director is formally appointed as the Educational Leader (as per National Education and Care Regulations).
PROCEDURE	<ul style="list-style-type: none">· The Centre Director (Nominated Supervisor) is to ensure that all staff members at their respective Centres have read and signed this policy at the commencement of their employment.· The Centre Director is to ensure that each centre staff member has read and understands their individual responsibilities outlined in Quality Area Four (National Quality Standard).· The Centre Director is to ensure that each staff member has read, understands and signed off on Northside's process for raising grievances and complaints, including the Whistleblowing Policy.· The Centre Director will ensure that all Educators have current work plans (reviewed annually) and that they have regular supervision sessions.· The Centre Director will ensure that all organisational policies and processes in relation to employee entitlements (planned, unplanned leave etc.) will be adhered to.
RELATED DOCUMENTS & ATTACHMENTS	<p>Northside Community Service policies: Whistleblowing Policy Grievance Policy Code of Conduct Bullying and Harassment Policy</p> <p>The National Quality Framework, Including National Care and Education Law and The Early Years Learning Framework The United Nations Convention on The Rights of the Child ECA Code of Ethics and Statement of Intent</p>

