Staffing Arrangements QA 4

STAFFING ARRANGEMENTS, including Work, Health and Safety Policies and Procedures

Links to Regulations: 82 (1), 83 (1) (2), 118, 120, 143-152, 148-151, 168 (2) Links to quality areas, standards or elements: 2, 3, 4, 7.1, 7.3

Rationale:

As a play-based learning and care service catering for children ranging in age from 6 weeks to 12 years, the Centre strives to meet its responsibility and moral obligation in providing educators with high quality skills and abilities.

Code of Conduct Policy and Procedures:

- Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings, the Early Childhood Australia and The SA Public Sector Code of Ethics provide a sound foundation to guide educator practice.

Early Childhood Australia Code of Ethics:

- is intended for use by all early childhood professionals working with or on behalf of children and families in early childhood setting
- states the protection and wellbeing of children is paramount. Therefore speaking out or taking action in the presence of unethical practice is an essential professional responsibility
- considers the following values and processes as central: respect, democracy, honesty, integrity, justice, courage, inclusivity, social responsiveness, cultural responsiveness, education.

The SA Public Sector Code of Ethics:

- exists to support public sector employees, including people who are employed under the Children's Services Act, Education Act, or the Public Sector Act in their professional activities and personal conduct
- provides a guide that defines standards of behaviour and the values that underpin them. These are prescribed as Professional Conduct Standards
- these values are the foundation of ethical behaviour in the public sector: Democratic values, Service, respect and courtesy, Honesty and integrity, Accountability, Professional conduct standards.

- No form of corporal punishment or inappropriate language is acceptable to be used by educators.
- All reports of harassment and/or bullying will be taken seriously and handled with sensitivity in a confidential manner.
- Staff members must ensure that children being educated and cared for are provided a tobacco, drug and alcohol-free environment.
- Staff members must not be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children attending our service.

Educational Leader:

The Director is the designated educational leader at our service, with responsibility to lead the development and implementation of educational programs. This is done in partnership with the Preschool Teacher who has significant curriculum responsibility, and the Qualified Educators in Childcare who have been allocated programming responsibility.
Determining the Responsible Person Present:

- A Responsible Person is the person identified to be in charge of the day to day running of the Centre and must be on site at all times a service is educating and caring for children (National Law 162).
- The Nominated Supervisor, that is the Director of the Service or a Certified Supervisor, in our case the Assistant Director, Preschool Teacher, or Qualified Children's Services Employee, who have adequate knowledge and understanding of the provision of education and care to children and the ability to effectively supervise and manage an education and care service and who have successfully applied to the Regulatory Authority as a Certified Supervisor can act as the Responsible Person.
- When the Director is present, they automatically become the Responsible Person.
- In the absence of the Director, the Assistant Director will be the Responsible Person.
- If both the Director and the Assistant Director are absent from the Centre, another educator will assume this position. The name of the Responsible Person for the day is displayed in our main foyer.

WORK HEALTH and SAFETY AND Policy and Procedures:

The Centre staff and Governing Council are committed to providing a safe environment for all people who use our service. As a Department for Education and Child Development Service, we implement and base our good practice on the Work Health and Safety (WHS) Act 2012 and DECD Policies and Procedures. In fulfilling this responsibility, Governing Council accepts it has a duty to provide and maintain so far as is reasonably practicable, a learning and care environment and systems of work, which are safe for everyone by integrating WHS into all work practices.

Balaklava Community Children’s Centre is also committed to consultation between Governing Council, employees, health and safety representatives, relevant unions, visitors, volunteers and children in all matters. This ensures a shared understanding of WHS, with issues regularly addressed, reviewed and a consistency around the implementation of procedures and use of systems.

Under Section 28 of the current WHS Act, it is a worker’s duty to not only take reasonable care for his or her own health and safety, but also to ensure that their own acts or omissions do not adversely affect the health and safety of other persons.

Strategies, Practices and Procedures

The Centre aims to ensure best practice in its handling of health, safety and welfare and to meet this aim, will ensure the following objectives:

- All WHS legislative requirements relevant to this site are identified and adhered to
- provision of a safe workplace and a safe and healthy working environment
- provision of safe systems of work
- provision of information (in all appropriate forms and languages as is necessary), training and supervision to ensure that all employees are safe from injury and risk to health
- provision of hazard management and/or accident prevention systems
- Ensure that any employee who is to undertake work of a hazardous nature not previously performed by the employee receives proper induction/training before they commence that work;
- Assisting injury management programs;
- Continual monitoring of workplace conditions to ensure that health, safety and welfare is maintained and improved, including maintaining records of all maintenance and equipment inspections and repairs for the life of equipment and making it available for audit purposes.

To achieve the purposes of this policy, a variety of roles and responsibilities have been identified and assigned as follows:
Responsible Person/Director

The Responsible Person/Director as manager has the overall responsibility to ensure the health, safety and welfare of all employees, children, students, visitors and volunteers at the Centre. Recognising the hazards that may occur, the Responsible Person/Director will take every practical step to provide and maintain a safe and healthy working, care and learning environment for all Educators and children and

- is responsible for the effective implementation of this policy and the Centres WHS management plan
- will observe and implement their responsibilities under the Work Health and Safety Act of this state and as the Department for Education and Child Development is our Approved Provider, ensure compliance with DECD policies, procedures and systems, including the maintenance of the Business Manager System.
- will ensure that regular consultation occurs between Governing Council, employees, the WHS Representative, especially in relation to any changes to work practices and/or the work environment. The WHS Committee will form an integral part of this consultation.
- will ensure that all hazards are identified, assessed and controlled according to Work, Health & Safety Policies and Procedures
- will make regular assessments of health and safety outcomes in the workplace in cooperation with the elected Work Health and Safety Representative, WHS Committee including parent volunteer/s and nominated staff. Routines such as the Outdoor Safety Check will support the achievement of this outcome.
- will ensure that all specific policies, practices and procedures within the Centre are regularly reviewed by parents, staff, and Governing Council (Please refer to the ‘Policies to be reviewed’ schedule for details) and consistent with the health and safety objectives as outlined in the WHS Management Plan for the Centre. These should ensure that safe systems of work are in place for all staff and children.
- will provide ongoing information, training and supervision for all employees in the correct use of machinery, equipment and substances and any issues that present a health and safety risk to employees at the Centre
- will provide all appropriate personal protective equipment as needed by employees who are engaged in particular hazardous tasks
- must have an effective system to be informed of incidents and accidents (eg our ‘Incident, Injury, Trauma and Illness Record’ and the DECD IRMSystem) occurring on the site so that health and safety performance can be measured.
- will undertake continual WHS training and development as is needed to fulfil their responsibilities set out in this policy.

Employees

Employees have the following responsibilities and in particular, shall so far as is reasonable practicable:

- maintain their duty of care in protecting their own health and safety and that of others affected by their actions at work. Staff are encouraged to consider nominating as the staff representative for the WHS Committee.
- comply with the safety procedures and directions agreed between management and employees, including agreed systems such as Excursion Risk Assessment, completing the ‘Incident, Injury, Trauma and Illness Record’ for children and providing them to families, taking time to be informed- by reading the Daily Communication Diary, checking in-tray for information, replying to communications or requests by Leadership in a timely manner, using the staff Grievance Procedure, know and implement Centre Policies and Procedures consistently.
- must not willfully interfere with or misuse items or facilities provided in the interests of the health, safety and welfare of staff and/or children at the Centre
- must report potential and actual hazards as well as any accidents and/or injuries to Responsible Person/Director and their health and safety representative as soon as possible. It is important to
report “near miss” incidents as this can help identify areas where preventative action is needed. Verbal reports can be made in person and recorded on the Hazard Identification or Near Miss proformas.

- Employees with concerns or wanting information about a particular hazard in their workplace need to either consult with Responsible Person/Director, Governing Council, or the Health and Safety Representative. Consultation is an important link in our WHS system.

**Work, Health and Safety Representative**

The Health and Safety Representative has been elected to represent the employees at the Balaklava Community Children’s Centre. Under the Work, Health and Safety Act, 1986, the Work, Health and Safety Representative has the following key roles:

- to facilitate cooperation between Governing Council and employees in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare of employees at work
- to assist in the resolution of issues relating to occupational health, safety or welfare practices, policies or procedures
- be present at meetings between Governing Council and employees concerning Work, Health and Safety issues where requested
- to consult with Governing Council on any proposed changes to Work, Health and Safety practices, policies and procedures or the workplace
- issue default notices where an immediate threat to the health, safety and welfare of any person/s is present
- update their level of knowledge by attending relevant training and development courses
- undertake such other functions as agreed upon by the employer, and/or Responsible Person/Director

**Visitors, Volunteers & Children**

Visitors, community members and volunteers are always welcome at BCCC. Staff members will always approach any person, including those not known to have connections with the Centre, to determine their identity and business. Staff will be friendly, courteous and helpful in directing the visitor to the person or area they require. Staff will direct all visitors, including tradespeople, to sign the **Visitors & Contractors Sign In Register**, located in the foyer by the office window. Details to be entered include: Date, Name, Time in and out, and the Reason for being on the premises.

**Participation of volunteers and students:**

Volunteers and students attending the Centre are required to complete:

- an Induction Checklist, providing the Centre with their full name, address and date of birth
- a Confidentiality Agreement
- and undertake a Criminal History Screening undertaken.

Volunteers and students will be enabled and supported to meet the requirements of the DECD Child Protection in Schools, Early Childhood Education and Care Services document.

People not being employees of the Centre have a responsibility to:

- abide by all Centre Work Health & Safety policies and procedures
- make Centre staff aware of their presence immediately, by reporting directly to the Main Office, providing clear information about their reason for being on site and completing the ‘Visitor and Contractors Sign In & Out’ book each time they attend the Centre.
- Should staff deem the person to be an undesirable visitor, they will follow the emergency procedures.
- Volunteers must not be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children attending our service.

NB: Parents or Guardians delivering and collecting their child/ren at the Centre do not need to fill in the Visitors & Contractors Sign In Register unless they intend to stay for part of or a full session.

Contractors and Sub-Contractors
All contractors and sub-contractors have a responsibility to:
- read and sign the Balaklava Community Children's Centre Contractors Induction Checklist and be familiar with the DECD Code of Practice for contractors.
- acquaint themselves and/or their nominees and comply with such Work, Health and Safety policies and procedures as requested by the Balaklava Community Children's Centre
- by error or omission, not do anything which will put at risk their own health and safety, or that of Balaklava Community Children's Centre's employees, children, students, visitors or the public at large.

Strategies, Practices and Procedures
The Centre endeavours to keep all adults and children safe from potentially dangerous products by observing the following means:
- The Balaklava Community Children's Centre will ensure staff are informed of the Work, Health and Safety Act and its website address: http://www.decd.sa.gov.au/hrhealthsafety/pages/ohsms/policy/ Click on The Work Health and Safety Act 2012 (SA). It can also be located on the Director's Laptop under Work Health and Safety.
- emergency telephone numbers will be displayed clearly around the Centre and next to phone stations
- the Centre will use less toxic substances whenever possible and will maintain a register of all hazardous substances kept on site, including Material Safety Data Sheets (MSDS)
- potentially dangerous products will be stored in locked, ventilated cupboards, be clearly labeled, and stored in their original containers
- smaller containers for daily use are provided by the supplier and are appropriately labeled
- Staff will wash hands after handling potentially dangerous products
- Educators will discuss potential dangers with children eg when they are handling or interacting with products that may pose a risk and give frequent verbal reminders
- Staff will review and practice safety and evacuation procedures each term
- flammable products will be stored separately from other products
- Educators who are under 18 years will not work alone and will be adequately supervised by an Educator who has reached the age of 18 years at all times.

Daily Outdoor Learning Area (including playground) Inspection Procedure:
The Qualified Educator in Childcare, who has Team Manager Responsibility, undertakes (or delegates this responsibility to another Educator) and conducts an inspection of the Outdoor Learning Area (including the playground) every morning the Centre operates prior to children arriving.
The Inspection Checklist is not required to be physically recorded daily; however it is essential that if a hazard/s is/are identified on a particular day, any risk controls, such Inspection Checklist and brought to the attention of the site leader.

**Supporting Resources:**

- BCCC Vision, Values and Philosophy Statements
- Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings, Government of South Australia, Department of Education and Children's Services 2011, South Australia
- Yorke & Mid North Region of the Department for Education and Child Development's agreement on violence and bullying behaviours.
- Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings, Government of South Australia, Department of Education and Children’s Services 2011, South Australia.
- SMART Training DECD Website: Child and Student Wellbeing
- United Nations Convention on the Rights of the Child mandate
- [http://www.sidsandkids.org](http://www.sidsandkids.org)
- Best Practice Indicators for Health, Families SA and Childcare Staff: South Australian Safe Infant Sleeping Standards’, 2011
- South Australia Safe Infant Sleeping Standards, Best Practices Indicators for Health, Families SA and Childcare Staff, SA Health March 2011

**Sources:**

- DECD Behaviour Support Policy for Early Childhood Services
- DECD Bullying and Harassment at School: Advice for parents and caregivers
- DECD Child Protection: Guidelines for Schools, Preschools and Out of School Hours Care
- Australian Children’s Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit

Policy last reviewed: Term 3 2013

Policy review due: Term 3 2014

Approval Signature: [Signature Image]