

C-9 Relief Staff

National Quality Standards (NQS)

4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.1	There is an effective self-assessment and quality improvement process in place.

Education and Care Services National Regulations

Reg. 145	Staff Record
Reg. 147	Staff Members
Reg. 151	Record of educators working directly with children
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 358	Working with children check to be read

Policy Statement

We aim to continue the quality of care in the Centre by employing fit and proper persons for relief staff. A work agreement clearly outlining their duties and expectations will be given to all relief staff employed.

Related Policies

- Child Management/ Behaviour Guidance Policy
- Child Protection Policy
- Communication Policy
- Conditions of Employment Policy
- Dealing with Medical Conditions Policy
- Disciplinary Action Policy
- Emergency Procedures Policy
- Interactions with Children Policy
- Maintenance of Records Policy
- Privacy and Confidentiality Policy

- Professional Development Policy
- Relief Staff Policy
- Role of Management Committee Policy
- Staff Orientation and Induction Policy
- Staff Professionalism and Code of Conduct
- Staff Recruitment and Selection Policy
- Volunteers/students/visitors Policy
- WHS -Work Health and Safety Policy

Procedure

The Centre will employ relief educators on a casual basis to fill short-term vacancies or educator absences.

The Centre Director will keep a register of relief staff, which will be maintained and updated regularly.

A file recording resumes, experience, qualifications, contact details, emergency contacts and completed Working with Children Checks, will be kept for each relief staff.

Unsuccessful applicants for positions vacant who seem suitable will be asked if they would like to be placed on the relief staff list.

Unless in an emergency, all relief staff will need to have been through an initial interview with the Centre Director, have referees and references checked, and are deemed a fit and proper person to care for the children.

When no one from the Centre is available to fill a position, the Centre Director may contact another Out of School Hours Centre to employ someone they recommend from their relief list.

When it is necessary to employ relief staff prior to the checking process being completed, work requirements will be modified to include additional supervision of relief staff or limiting their direct access to children.

Job descriptions will be created for all relief staff.

The Centre Director will, where possible, provide a modified induction which will include a tour of the Centre, introductions to staff, a copy of the staff handbook, job description for relief staff, code of conduct and copies of relevant policies. The Director will ensure that they are fully aware of their duties and the Centre's expectations.

Relief staff must adhere to all areas of privacy and confidentiality. As they are not able to discuss children's progress with parents/guardians, when approached by a parent/guardian, the relief staff should direct the parent/guardian to an appropriate staff.

All relief staff will be paid the appropriate wage into their specified bank account and the superannuation fund of their choice and will be paid the appropriate minimum hours as outlined for casual educators under the Children Services Award (2010).

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children’s Services Award 2010
- Office of the Children’s Guardian - NSW Working With Children Check
- Privacy Act 1988
- Network of Community Activities Factsheet – ‘Staff Orientations’

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Version Control			
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