

# C-9 Relief Staff

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Epping Heights OSHC.

## NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2	Professionalism.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

## 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 through the employment of fit and proper persons as relief staff members. A work agreement clearly outlining duties and expectations will be given to all relief staff employed.

## RELATED POLICIES

- Epping Heights OSHC Policy A-11: Maintenance of Records
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy C-1: Staff Recruitment and Selection
- Epping Heights OSHC Policy C-2: Conditions of Employment
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-4: Staff Professionalism
- Epping Heights OSHC Policy C-5: Professional Development
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action
- Epping Heights OSHC Policy C-12: Communication
- Epping Heights OSHC Policy C-13: Interactions with Children
- Epping Heights OSHC Policy D-1: Dealing with Medical Conditions
- Epping Heights OSHC Policy D-9: Emergency Procedures
- Epping Heights OSHC Policy D-22: Child Protection
- Epping Heights OSHC Policy D-23: Child Management / Behaviour Guidance
- Epping Heights OSHC Policy D-28: Workplace, Health and Safety

## **PROCEDURE**

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

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

A file recording resumes, contact details, emergency contacts and completed Working with Children Check will be kept on file for each relief staff member. These documents will be kept in a secured location.

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

Disregarding an emergency situation, all relief staff will need to have been through an initial interview or orientation with the Centre Coordinator, have referees and references checked and be deemed a fit and proper person to care for children.

When no one from the Centre's list is available to fill the position, the Centre Coordinator may contact another Out of School Hours centre or Becklyn P/L to employ someone they recommend from their 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.

The Centre Coordinator will, where possible, provide a modified induction to the Centre which will include a tour of the Centre, introductions to staff, a copy of the staff handbook, job description for relief staff, WHS obligations, code of conduct, copies of relevant policies and location of documentation pertaining to children with medical conditions as well as their medication. The Centre Coordinator 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 (see Privacy and Confidentiality policy) and will not be requested to discuss children's progress with parents / guardians. When approached by a parent / guardian, the relief staff member should direct the parent / guardian to an appropriate staff member (e.g. Centre Coordinator).

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 staff 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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