



Policy Category: WHS	
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Approved by: Amica Gordon	Date: 17 July 2022
Signature: 	
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Related Legislation and Documents: Education and Care Services National Law Act 2010, No. 69 of 2010, Authorised Version incorporating amendments as at 30 March 2022 <i>Recruitment and Employment policy</i> <i>Code of Conduct</i>	
Additional Information: This policy meets the requirements for After School Care registration.	

Document history:

Version	Date	Nature of Amendment
1	13/6/22	New Policy

Staffing_ASC

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DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

NQS: National Quality Standard (ACECQA)

ACECQA – Australian Children’s Education and Care Quality Authority : The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Australian Professional Standards for Teachers: The Standards are a public statement of what constitutes teacher quality. They provide a framework which makes clear the knowledge, practice and professional engagement required across teachers’ careers. They also inform the development of professional learning goals, provide a framework by which teachers can judge the success of their learning and assist self-reflection and self-assessment.

Code of conduct the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.

Professional standards: Professional standards guide practice, interactions and relationships. The standards inform educators and staff of their responsibilities in relation to one another and to the children and their families.

PURPOSE

Milkwood Steiner School’s After School Care program provides a safe, friendly and encouraging environment for all children. We pride ourselves on our pedagogical approach to a play-based service with the belief that all children deserve to feel at ease after an academic school day. Our educators and facilitators provide a home inspired program daily, with a focus on independence, resilience, imagination and highly support the Milkwood School Value of Dignity. We enrich children’s awareness of the environment and a sense of connection to the natural world around us through our programming and encourage family involvement and feedback into the development and delivery of our programs. Our Children are provided a transitional space from school to home life with the freedom to observe, question, experiment and explore daily.

This policy is for considerations of staffing requirements in Milkwood Steiner School’s After School Care service.

POLICY STATEMENT

Milkwood Steiner School is committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements.

Quality Area 4 of the National Quality Standard has two standards that focus on staffing arrangements. The Guide to the National Quality Framework (Quality Area 4) notes that, 'These standards are crucial to delivering quality outcomes for children under the National Quality Framework because:

- professional and collaborative relationships between management, educators and staff support continuous improvement, leading to improved learning experiences and outcomes for children
- careful organisation of staff contributes to the continuous support of each child's learning and development in an effectively supervised environment
- professional standards set quality benchmarks for educators' practice and relationships.'

A service's policy and procedures about staffing can help promote an environment in which children are provided with optimal quality education and care, and educators, staff, nominated supervisors, co-ordinators, volunteers and students receive professional and wellbeing support.

Staffing principles:

- We prioritise the health, safety and wellbeing of children. With quality practices for staffing arrangements, we ensure that our educators, staff, volunteers and students safeguard the children at all times.
- Our educators, staff, volunteers and students are guided by a high level of professional standards. We provide position descriptions for our staff as well as training in, and regular reflections on, our code of conduct, Early Childhood Australia's (ECA) Code of Ethics, and any relevant standards related to their qualifications (e.g. the Australian Professional Standards for Teachers).
- We are committed to good governance and quality management. Our responsible person is appointed in line with regulatory requirements and ensures that the service is effectively supervised and managed.
- We value the important role of volunteers and students on practicum placements. They are provided with the necessary training and support to ensure they are familiar with our policies and procedures.

The Approved Provider of Milkwood Steiner School's After School Care Service is the MSSA (the Board).

The Nominated supervisor must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:

- educational programs (section 168)
- supervision and safety of children (sections 165–167)
- entry to and exit from the premises (section 170; regulation 99)
- nutrition and food and beverages (regulations 77–80)
- administration of medication (regulations 93–96)
- drugs and alcohol (regulations 82–83)
- sleep and rest (regulations 81)
- excursions (regulations 100–102)
- transportation (regulations 102B–102D)
- staffing ratios and qualifications (regulations 123–128).

The Nominated supervisor may be the Principal, or another suitably qualified staff member.

The Responsible Person is:

- the approved provider or a person with management or control
- a nominated supervisor
- a person in day-to-day charge of the service.

The approved provider is responsible for assessing a person's suitability as responsible person.

The Responsible Person is the After School Care Coordinator.