

# East Preston Islamic College

## Purpose

This policy will provide guidelines for engaging staff at the East Preston Islamic College Early Learning Centre (EPIC ELC), including:

- x employing sufficient numbers of educators to meet legislative, policy and service standards

- x





**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

**The Kindergarten Funding Guide :** provides detailed information from the Department of Education and Training (DET) about the types of kindergarten funding available, eligibility criteria, how to apply for funding and how to comply with operational requirements once funding has been granted.

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure the Nominated Supervisor is a fit and proper person with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes or is no longer employed at the service within 14 days.

**Person with management or control:** Each member of the executive committee of the association which is the Approved Provider, who has the responsibility, alone or with others, for managing the delivery of the education and care service.

**Responsible Person:** The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person in day-to-day charge of the service in accordance with the National Regulations.

**Staff record:** A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service. Details that must be recorded include qualifications, training and the WWC Check (Regulations 146–149). A sample staff record is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Victorian Institute of Teaching (VIT):** The statutory authority for the regulation and promotion of the teaching profession in Victoria, established as part of the Victorian Institute of Teaching Act 2001. All early childhood teachers are required to be registered with the Victorian Institute of Teaching.

**Working directly with children:** Working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

**Working with Children (WWC) Check:** The check is a legal requirement under the Working with Children Check 2005 for those undertaking paid or voluntary child-related

work in Victoria. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, is granted to a person under working with children legislation if:

- x they have been assessed as suitable to work with children
- x there has been no information that, if the person worked with children, they would pose a risk to those children
- x they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

#### Sources

- x A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) [ccyp.vic.gov.au](http://ccyp.vic.gov.au)
- x Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- x ELAA's Employee Management and Development Kit developed to support early learning services in the ongoing management and development of their employees. Available from [www.elaa.org.au](http://www.elaa.org.au)
- x ELAA's Early Childhood Management Manual contains additional information and attachments relating to staffing, including sample position descriptions, sample letters of employment and interview questions. Available from: [www.elaa.org.au](http://www.elaa.org.au)
- x Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- x The Kindergarten Funding Guide (Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)
- x The Early Years Learning Framework for Australia: Belonging, Being, Becoming: [www.education.gov.au](http://www.education.gov.au)
- x Victorian Early Years Learning and Development Framework: [www.education.vic.gov.au](http://www.education.vic.gov.au)
- x Working with Children Check unit, Department of Justice and Regulation – provides details of how to obtain a WWC Check: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
- x Victoria Police – National Police Record Check: [www.police.vic.gov.au](http://www.police.vic.gov.au)

#### Related Policies

- x Administration of First Aid Policy
- x Anaphylaxis Policy
- x Asthma Policy
- x Child Safe Environment Policy
- x Code of Conduct Policy
- x Complaints and Grievances Policy
- x Curriculum Development Policy
- x Delivery and Collection of Children Policy
- x Determining Responsible Person Policy









- x reading of Working with Children Checks or VIT registrations of staff
- x ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)
- x ensuring that they are aware of current child protection laws and any obligations that they may have under these laws (refer to Child Safe Environment Policy)
- x informing parents/guardians of the name/s of casual or relief staff where the regular educator is absent.

All educators and other staff are responsible for:

- x complying with the service's Code of Conduct Policy at all times
- x ensuring that they are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children
- x providing details of their current WWC Check or VIT registration and where relevant Criminal Records Check for the staff record
- x undertaking the required induction program following appointment to the service
- x advising the Working With Children Check Unit at the Department of Justice and Regulation of any relevant change in circumstances, including change of name, address, contact details and change of employer organisation, including changes to the organisation's contact details

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In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- x regularly check staff records to ensure WWC Checks and qualifications are current and complete
- x regularly seek feedback from everyone affected by the policy regarding its effectiveness
- x monitor the implementation, compliance, complaints and incidents in relation to this policy
- x keep the policy up to date with current legislation, research, policy and best practice
- x revise the policy and procedures as part of the service's policy review cycle, or as required
- x notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

Authorisation

This policy was adopted by the Approved Provider of EPIC ELC on 04/02/2019.

Review Date

This policy needs to be reviewed on the 26<sup>th</sup> of August 2022