Relief Staff Policy

Quality Area 4: Staffing arrangements

Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing.

Standard 4.2: Educators, coordinators and staff are respectful and ethical.

All relief staff will, prior to working with children, undergo the following:

- A Working with Children Check will be carried out before any employee is added to the roster.

- An induction process which covers the Staff Handbook and Service Policy Manual will be carried out.

- An introduction to the Service layout and staff will be undertaken. This will include safety details including the evacuation process and any concerns about children in our care on that day e.g. anaphylaxis and protection requirements will be shared confidentially.

- An introduction to our programming procedure and routine will be shared.

- Administrative tasks such as a Job Description detailing their role and responsibilities and relevant Employee paperwork, including Tax File Declaration, superannuation documentation, pay details, emergency contact details, etc. will be completed at the school office.

- All relief staff undertaking educating roles will have a minimum of Certificate III in Children Services or be working toward it.

- Relief staff’s qualifications will meet the needs of Service and are to remain compliant at all times.

- All relief staff are required to arrive 15 minutes before the start of the shift to make themselves aware of the routine set for the day, familiarise themselves with the program, the children in their care, staff communication book and any other important points that are relevant and necessary for that day.

- Relief staff members are to rely on the direction of the Educational Leader / Room Leader.

- Under the guidance of their Room Leader, relief staff members are to introduce themselves to families, explain their position within the Service, who they are replacing and how long they expect to be placed at the Service.

- All relief staff members are to accept and embrace the importance of confidentiality and that of the children within their care. They are to treat any information shared with them in the best interest of the child - professionally and sensitively.
• In conjunction with all permanent staff members, relief are requested to be mindful of the time and time taken for their breaks and return promptly to minimise any disruption to the set routine.

• It is advised that all staff members, whether relief or permanent, look after their health and keep their immunisations up to date.

• The Service will aim to maintain a register of relief staff that are familiar to the Service, families, children, policies and program

This policy was made with consideration to Education and Care Services National Regulations 2011 and National Quality Standard

Date that the policy was last updated or revised: January 2016

12/02/2016

Nadiya Khan
Director

Australian International Islamic College Kindy