

ABSENT OR INDISPOSED POLICY



Quality Area 4: **Staffing Arrangements**

Quality Area 7: **Leadership and service management**

ABSENT OR INDISPOSED STAFF PROCEDURES

In Case of Emergency:

In the event that the Lead Educator is unable to run the Kindy session and no other teacher is available on short notice, the Education Assistant will act in place of the Lead Educator. The Centre Manager, may then step in to take over the role as assistant. This would be a temporary measure and in extreme emergency only for a period of up to 30 minutes while an emergency contact relief staff is sought. A list of emergency contacts is on display in the office and kindy room.

If the Education Assistant is unable to assist the Educational Leader of the session, another Education assistant on file is to be contacted to come in to replace her. If no one is available the Centre Manager, may step in to assist the Kindy group until the relief Assistant Educator arrives.

If the emergency is ongoing, a replacement must be sought for the Lead Educator of the Kindy group concerned by contacting the other Lead Educators on staff, or an agency. If the emergency arises at the beginning of the session parents are asked to stay until a relief educator can be contacted and until they arrive. If the emergency arises after the session has started and parents have already left the centre, after a period of 30 minutes and no other qualified educator can be contacted, they or their emergency contact will be called to come back and collect their child.

The Nominated Supervisor will be contacted to advise them of the situation.

Education and Care Regulatory Unit would need to be contacted if the situation continues on 6551 8333 to advise them that compliance is not met with qualified staff and ratio of numbers.

Staff must have a current first aid certificate and minimum qualifications to meet regulation 168 requirements and ratios.