

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.

RELIEF STAFF POLICY INFORMATION

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

- An induction process, with a check list and orientation, which covers the Staff Handbook, policies, an introduction to the Service layout and staff, will be undertaken. This will include safety details and the emergency evacuation procedures displayed.
- A copy of the staff member's personal details including relevant appropriate qualifications, Working With Children Check and evidence of any approved training (including first aid training and CPR) completed by the staff member will be obtained for the staff record.
- 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.
- Information about children within the service on that day will be discussed before commencement of the session, along with relevant policies and procedures. For example; medical conditions and protection requirements, health, Cultural and Special needs, which will be shared confidentially.
- Relief staff hours should commence at 8.30am unless called in later, and conclude at a time agreed to by the staff member in charge. Any lunch break arrangements should be stipulated and agreed with the staff member in charge beforehand.
- Relief staff will 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. An introduction to our programming procedure and routines will be shared.
- All relief staff undertaking educating roles will be paid according to the position they are relieving in. Educators under the Teacher's Award will be paid at a minimum of level 4.1. Education Assistants will be paid under the Children's Services Award at a level 3.1 for Certificate 111 qualification and level 3.4 for Diploma qualifications. Their

RELIEF STAFF POLICY



qualifications will meet the needs of the service and are to remain compliant at all times.

- Relief staff are required to be dressed appropriately with safe footwear, and a badge is to be worn at all times. They may not receive personal phone calls or receive visitors during hours of duty unless there is an emergency.
- Inside the building and in the outside play yard is a NO SMOKING area at all times.
- Relief staff members are to rely on the direction of the Educational Leader / Room Leader. If the Lead Educator is absent and no program is provided, the relief Educator will be expected to create their own program based on information in files or programs on display.
- Where a staff member holds a first aid certificate it is preferred that they administer the first aid and that it be witnessed by the relief staff. (All first aid provided by the relief staff is to be witnessed by another staff member if necessary).
- Relief staff are expected to be considerate to the other members of the team and to share all aspects of the job. These duties for Assistant Educators include washing paint pots, clearing up after session and making sure that the room and equipment is kept clean and in good condition. Lead Educators are to complete Programming and Observations after each session.
- A sign will be placed outside the Kindy room in the foyer explaining who is absent and who the relief staff member is for families to view before entering the room.
- 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.
- It is advised that all staff members, whether relief or permanent, look after their health, be aware of communicable diseases and stay at home if unwell.
- The Service will aim to maintain a register of relief staff members that are familiar to the Service, families, children, policies and program.
- Relief staff will be expected to sign a contract acknowledging the level and pay rate applicable to the role they are undertaking (see attached).

This policy was made with consideration to Education and Care Services National Regulations 2013 and National Quality Standards.

RELIEF STAFF POLICY



STAFF CONTRACT FOR RELIEF HOURS AND DUTIES:

Lead Educator awards:

Diploma Qualified minimum level 4.1 Children's Services Award
Teacher qualified minimum level 4 Teacher's Education Award

Assistant Educator award:

Certificate 111 minimum level 3.1 Children's Services Award
Diploma Qualified minimum level 3.4 Children's Services Award
Teacher qualified minimum level 3.4 Children's Services Award

TUESDAYS, THURSDAYS AND FRIDAYS – 8.30am - 1.30pm

(Diploma qualified 5 hours)

(Teacher qualified $\frac{1}{2}$ plus $\frac{1}{4}$ day)

(Certificate qualified 5 hours)

WEDNESDAYS – 8.30am – 3.00pm (includes lunch with the children)

(Diploma qualified 6.5 hours)

(Teacher qualified 1 day)

(Certificate 111 qualified 6.5 hours)

Diploma qualified Lead Educators who will be relieving for more than two consecutive sessions will be paid an extra hour per session for additional duties. Teachers will be paid an additional $\frac{1}{4}$ day for additional duties.

I agree to the above hours and will be paid as.....

At the rate of.....under.....award

Name.....Signature.....

Date.....