

## C – 9 Relief Staff

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2	Professionalism.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

### National Regulations

Reg. 145	Staff record
Reg. 147	Staff members
Reg. 151	Record of educators working directly with children
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 358	Working with children check to be read

### Policy Statement

We aim to continue the quality of care in the Centre by employing fit and proper persons for relief staff. A work agreement clearly outlining their duties and expectations will be given to all relief staff employed.

### Related Policies

- THE KIDS CASTLE Policy A-11: Maintenance of Records
- THE KIDS CASTLE Policy A-17: Privacy and Confidentiality
- THE KIDS CASTLE Policy C-1: Staff Recruitment and Selection
- THE KIDS CASTLE Policy C-2: Conditions of Employment
- THE KIDS CASTLE Policy C-3: Staff Orientation and Induction
- THE KIDS CASTLE Policy C-4: Staff Professionalism
- THE KIDS CASTLE Policy C-5: Professional Development
- THE KIDS CASTLE Policy C-7: Grievance Procedures
- THE KIDS CASTLE Policy C-8: Disciplinary Action
- THE KIDS CASTLE Policy C-12: Communication
- THE KIDS CASTLE Policy C-13: Interactions with Children
- THE KIDS CASTLE Policy D-1: Dealing with Medical Conditions
- THE KIDS CASTLE Policy D-9: Emergency Procedures

- THE KIDS CASTLE Policy D-22: Child Protection
- THE KIDS CASTLE Policy D-23: Child Management / Behaviour Guidance
- THE KIDS CASTLE Policy D-28: Workplace, Health and Safety

## **Procedure**

The Centre will employ relief staff on a casual basis to fill short-term vacancies or staff absences.

The Centre Director will keep a register of relief staff, which will be maintained and updated regularly.

A file recording resumes, contact details, emergency contacts and completed Working with Children Checks, will be kept for each relief staff member.

Unsuccessful applicants for positions vacant who seem suitable will be asked if they would like to be placed on the relief staff list.

Unless in an emergency, all relief staff will need to have been through an initial interview with the Centre Director, have referees and references checked, and are deemed a fit and proper person to care for the children.

When no one from the Centre's relief list is available to fill a position, the Centre Director may contact another Out of School Hours Centre or the Service Administrators to employ someone they recommend from their relief list.

When it is necessary to employ relief staff prior to the checking process being completed, work requirements will be modified to include additional supervision of relief staff or limiting their direct access to children.

The Centre Director will, where possible, provide a modified induction which will include a tour of the Centre, introductions to staff, a copy of the staff handbook, job description, code of conduct and copies of relevant policies. The Director will ensure that they are fully aware of their duties and the Centre's expectations.

Relief staff must adhere to all areas of privacy and confidentiality. As they are not able to discuss children's progress with parents/guardians, when approached by a parent/guardian, the relief staff member should direct the parent/guardian to an appropriate staff member (e.g. Centre Director).

All relief staff will be paid the appropriate wage into their specified bank account and the superannuation fund of their choice and will be paid the appropriate minimum hours as outlined for casual staff under the Children Services Award (2010).

## **Sources**

- Education and Care Services National Regulations 2011
- National Quality Standard

- Children's Services Award 2010
- Office of the Children's Guardian - NSW Working With Children Check
- Privacy Act 1988
- Network of Community Activities Factsheet – 'Staff Orientations'

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