

STAFFING

QUALITY AREA 4 | ELAA version 1.1



PURPOSE

This policy provides guidelines Denzil Don Kindergarten's engagement of staff including:

- employing enough educators to meet legislative, policy and service standards
- employing educators with qualifications and experience that meet legislative, policy and service standards
- providing appropriate supervision and support to staff and other adults at the service
- complying with legislation relating to Working with Children (WWC) Check, Victorian Institute of Teaching (VIT) registration and meeting Child Safe Standards.

This policy should be read in conjunction with the following policies:

- Child Safe Environment and Wellbeing
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students



POLICY STATEMENT

VALUES

Denzil Don Kindergarten is committed to:

- ensuring the health, safety and wellbeing of children attending the service is always protected while also promoting learning and development
- fulfilling a duty of care to all children attending the service
- providing accountable and effective staffing and management practices
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community
- employing educators according to legislation and funding requirements
- complying with relevant industrial agreements and current legislation in relation to the employment of staff, including the [Equal Opportunity Act 2010](#), [Fair Work Act 2009](#) and the [Worker Screening Act 2020](#)
- continuity of educators at the service
- staff development.

SCOPE

This policy applies to the approved provider, all service staff, volunteers, parents/carers, children, and others attending Denzil Don Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	All service staff	Parents/carers	Contractors, volunteers and students
R indicates legislation requirement					
Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met in relation to staffing arrangements	R	R			
Ensuring that quality staffing practices are in place in line with the <i>National Quality Standard</i> , especially Quality Area 4 – Staffing arrangements	R	R			
Always complying with the service <i>Code of Conduct Policy</i>	✓	✓	✓	✓	✓
Ensuring that all service staff, volunteers and students are familiar with Early Childhood Australia's Code of Ethics	✓	✓	✓	✓	✓
Ensuring that the service environment is free from the use of tobacco, illicit drugs and alcohol, and that all staff, volunteers and students are not affected by alcohol or drugs (including prescription medication).	R	✓	✓		✓
Appointing nominated supervisor (<i>refer to Definitions</i>) who are aged 18 years or older, fit and proper and have suitable skills, as required under the <i>National Law, Section 161 (refer to Determining Responsible Person Policy) (Regulations 117C)</i>	R	R			
Ensuring the Nominated Person completes and signs a Compliance history statement template and a Prohibition notice declaration template (<i>refer to Sources</i>)	R	✓	✓		✓
Ensuring there is a nominated supervisor or person in day-to-day charge (<i>refer to Definitions</i> and <i>Determining Responsible Person Policy</i>) on the premises at all times the service is in operation (<i>National Law: Section 162, Regulation 117A, 117B</i>)	R	R			
Ensuring the nominated supervisor and person in day-to-day charge are aware of the current child protection laws and their obligations under the law and have completed any jurisdictional requirements for child protection training	R	✓	✓		✓
Developing rosters in accordance with the availability of responsible persons, staff qualifications, hours of operation and the attendance patterns of children	✓	✓			
Ensuring that the name of each nominated supervisor of the service is displayed and easily visible from the main entrance of the service (<i>National Law: Section 172, Regulation 173</i>)	R	✓			
Notifying the DE in writing about a new nominated supervisor and if the details of the nominated supervisor change	R	✓			

Ensuring that children being educated and cared for by the service are always adequately supervised (<i>refer to Definitions and Supervision of Children Policy</i>) when in the care of the service (<i>National Law: Section 165(1)</i>)	R	R	√		√
Always complying with the legislated educator-to-child ratios (<i>National Law: Sections 169, National Regulations: Regulations 122, 123, 357</i>)	R	R			
Ensuring staffing always meets the requirements of <i>The Kindergarten Funding Guide</i> (<i>refer to Sources</i>)	R	√			
Complying with relevant industrial agreement and current legislation relating to the employment of staff, including the <i>Equal Opportunity Act 2010, Fair Work Act 2009, Occupational Health and Safety Act 2004 and the Worker Screening Act 2020</i>	R	√			
Following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the <i>Child Safe Environment and Wellbeing Policy</i>	R	√			
Employing the required appropriately qualified educators (<i>refer to Definitions</i>) with ACECQA approved qualifications (<i>refer to Background and Sources</i>) (<i>Regulations 126</i>)	R	√			
Employing additional staff, as required, to assist in the provision of a quality early childhood education and care program	R				
Ensuring that all service staff undertake appropriate induction following their appointment to the service	R	√			
Ensuring an early childhood teacher (<i>refer to Definitions</i>) is working with the service for the required period specified in the <i>Regulations 130 - 135</i> , and that, where required, a record is kept of this work (<i>Regulations 152, 363</i>)	R	√			
Maintaining a record of early childhood teachers and educators working directly with children in accordance with <i>Regulation 151</i>	R	√			
Appointing an appropriately qualified and experienced educator to be the educational leader (<i>refer to Definitions</i>), and ensuring this is documented on the staff record (<i>Regulations 118, 148</i>)	R	√			
Ensuring all service staff are provided with a current position description that relates to their role at the service	√	√			
Ensuring all early childhood teachers have a Victorian Institute of Teaching (VIT) certificate of registration.	R				
Maintaining a staff currency record (<i>refer to Definitions and Sources</i>) in accordance with <i>Regulation 145</i> , detailing the responsible person, nominated supervisor, educational leader, other staff members, volunteers and students. Details that must be recorded include qualifications, training, <i>Working with Children Clearance</i> as set out in <i>Regulations 146–152</i> .	R	√			
Complying with the requirements of the <i>Worker Screening Act 2020</i> , and ensuring that the nominated supervisor, educators, staff, volunteers and students the service have a current WWC Clearance (<i>refer to Definitions</i>) or a Victorian Institute of Teaching (VIT) certificate of registration (applicable to ECT only)	R	√			

Confirming the WWC Clearance or confirming VIT registration (applicable to ECT only) of all staff prior to their being engaged or employed as a staff member at the service	R	√			
Confirming the WWC Clearance of all volunteers prior to their being permitted to be a volunteer at the service	R	√			
Ensuring that a register of the WWC Clearance or VIT registrations is maintained, and the details kept on each staff record (<i>Regulations 145, 146, 147, 149</i>)	R	√	√		√
Ensuring that volunteers/students and parents/carer are always supervised when participating at the service, and that the health, safety and wellbeing of children attending is protected (<i>refer to Participation of Volunteers and Students Policy</i>)	R	R			
Ensuring educators who are under 18 years of age are not left to work alone, and are adequately supervised at the service (<i>Regulation 120</i>)	R	√	√		√
Ensuring at least one educator with current (within the previous 3 years) approved first aid qualifications, anaphylaxis management training and emergency asthma management training (<i>refer to Definitions</i>) in attendance and immediately available at all times that children are being educated and cared for by the service. Details of qualifications and training must be kept on the staff record (<i>Regulations 136, 145</i>)	R	√			
Developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are assessed regularly, and that staff are provided with the opportunity to update their qualifications prior to expiry	√	√			
Ensuring that staff records (<i>refer to Definitions and Sources</i>) and a record of ECT and educators working directly with children (<i>refer to Definitions</i>) are updated annually, as new information is provided or when rostered hours of work are changed (<i>Regulations 145–151</i>)	R	√			
Ensuring that annual performance reviews of the nominated supervisor, early childhood teachers, educators and other staff are undertaken as per the <i>National Quality Framework 7.2.3</i>	R	√			
Reviewing staff qualifications as required under current legislation and funding requirements on an annual basis	√	√			
Ensuring that all service staff, volunteers and students are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (<i>Regulation 83</i>) (<i>refer to Tobacco, Alcohol and other Drugs Policy</i>)	R	R			
Ensuring that all education staff meet their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications	R	√	√		√
Ensuring that all service staff have opportunities to undertake professional development relevant to their role as per the National Quality Framework	R	√			

Ensuring that all service staff are advised and aware of current child protection laws and the obligations that they may have under these laws (<i>Regulation 84</i>) (<i>refer to the Child Safe Environment and Wellbeing Policy</i>)	R	√			
Informing parents/carers of the name(s) of casual or relief staff where the regular educator is absent	√	√			
Developing and maintaining a list of casual and relief staff to ensure consistency of service provision	√	√			
Ensuring the procedures for the appointment of casual and relief staff meets all regulatory and funding requirements.	√	√			



BACKGROUND AND LEGISLATION

BACKGROUND

High quality services with qualified, skilled and supported educators have a long-term positive impact on the trajectory of children's lives. Minimum qualification requirements are specified in legislation for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*The Kindergarten Funding Guide – refer to Sources*).

A current list of approved qualifications is available on the Australian Children's Education and Care Quality Authority (ACECQA) website (*refer to Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator.

In addition, there are legislative requirements that there is at least one educator who holds current (within the previous 3 years) approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service. All Denzil Don Kindergarten educators hold current, ELAA approved first aid qualifications, anaphylaxis management training and emergency asthma management training. Qualifications are updated as required, and a copy is held on the staff currency record.

Opportunities for professional development are crucial for all educators to ensure that their work practice remains current and aligned to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) (*refer to Sources*).

Staff are required to actively supervise children at all times they are in attendance (*refer to Supervision of Children Policy*). To facilitate this, services are required to comply with legislated educator-to-child ratios at all times. Only those educators working directly with children (*refer to Definitions*) are counted in ratio.

All service staff are required by law to have a current WWC Clearance or be registered with the VIT (*refer to Definitions*). It is also recommended that the nominated supervisor and staff with financial responsibilities also have a criminal history record check (*refer to Definitions and Sources*).

Child Safe Standard organisations are required to have policies and procedures in place for the recruitment and pre-employment screening, supervision, appropriate induction, and ongoing supervision and people management is focused on child safety and wellbeing (*refer to Child Safe Environment and Wellbeing Policy*).

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Training Reform Act 2006 (Vic) (amended in 2014)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009

- National Quality Standard, Quality Area 4: Staffing Arrangements
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Worker Screening Act 2020
- Worker Screening Regulations 2021 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms such as Approved provider, Nominated supervisor etc refer to the Definitions file on the kindergarten website.

Criminal history record check: a full-disclosure, Australia-wide criminal history record check issued by Victoria Police (refer to Sources), or by a police force or other authority of a state or territory, or the Commonwealth. It may also be referred to as a National Police Certificate or Police Records Check.



SOURCES AND RELATED POLICIES

SOURCES

- A sample staff record is available on the ACECQA website: www.acecqa.gov.au
- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- ACECQA, Compliance history statement template and a Prohibition notice declaration template (acecqa.gov.au/resources/applications/sample-forms-and-templates/)
- Department of Education, The Kindergarten Funding Guide: <https://www.vic.gov.au/kindergarten-funding-guide>
- 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
- ELAA's Employee Management and Development Resource: developed to support early learning services in the ongoing management and development of their employees at: <https://elaa.org.au/resources/free-resources/employee-management-development-resource/>
- The Commission for Children and Young People, A Guide for Creating a Child Safe Organisation: <https://ccyp.vic.gov.au/resources/child-safe-standards/>
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: www.acecqa.gov.au
- Victoria Police – National Police Record Check: www.police.vic.gov.au
- Victorian Early Years Learning and Development Framework: www.acecqa.gov.au
- Working with Children Check unit, Department of Justice and Regulation – provides details of how to obtain a WWC Check: www.workingwithchildren.vic.gov.au

RELATED POLICIES

- Administration of First Aid
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints

- Educational Program
 - Delivery and Collection of Children
 - Determining Responsible Person
 - Inclusion and Equity
 - Interactions with Children
 - Participation of Volunteers and Students
 - Privacy and Confidentiality
 - Supervision of Children
 - Tobacco, E-Cigarettes, Alcohol and Other Drugs
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EVALUATION



To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly review the staff currency register to ensure WWC Clearance and qualifications are current and complete
 - regularly seek feedback from everyone affected by the policy regarding its effectiveness
 - monitor the implementation, compliance, complaints and incidents in relation to this policy
 - keep the policy up to date with current legislation, research, policy and best practice
 - revise the policy and procedures as part of the service's policy review cycle, or as required
 - notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).
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ATTACHMENTS

- Nil
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AUTHORISATION



This policy was adopted by the approved provider of Denzil Don Kindergarten on 06/05/2025.

REVIEW DATE: 06 / MAY / 2027
