

POLICY: 8.2 Staff, Volunteers and Student Policy

Procedure: 8.4 Appointing Staff and Determining Responsible Persons

This procedure guides the process for appointing staff and determining responsible persons.

8.4.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **8.2 Staff, Volunteers and Student Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. This procedure covers:

[8.4.2 Engaging Fit and Proper Persons](#)

[8.4.3 Expectations of Staff](#)

[8.4.4 Appointing a Responsible Person](#)

[8.4.5 Recruiting and Appointing a Nominated Supervisor](#)

[8.4.6 Recruiting and Appointing an Educational Leader](#)

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8.4.2 Engaging Fit and Proper Persons

The Service shall require that all persons employed (whether for gain or as volunteers) are fit and proper to undertake the work for which they are engaged. If at any time they cease to be a fit and proper person, their employment with the service will cease immediately.

A person is considered fit and proper if, they:

- are capable of providing a standard of work consistent with their role and the quality standards expected in the Service;
- have obtained and provided a current blue card under the Working with Children (Risk Management and Screening) Act 2000
- have attained the age of eighteen (18) years of age.

8.4.3 Expectations of Staff

All Service Staff will agree to:

- Abide by the philosophy and code of conduct of the service (*refer Code of Conduct Policy 1.6*)
- Observe all the regulations, national quality standards, policies and practices of the Service and other governing bodies;

- Abide by relevant work related legislation, award provisions and the service policies and procedures;
- Comply with lawful and safe work instructions and directions concerning the performance of their duties, including their written position descriptions;
- Carry out their duties in an alert, safe, honest, diligent and competent manner;
- Treat clients, Educators, other staff members/employees, and members of the public with courtesy and respect and consideration, act on complaints and provide services to the best of their ability;
- Use their authority in a fair and unbiased way and not take improper advantage of their position;
- Where a staff member believes that a direction given is unlawful, improper, illegal or unsafe, they will raise the issue with the Nominated Supervisor/Team Leader, or the Managing Director of Inala Community House;
- Follow any grievance procedure of the service *refer* 10.2 Grievance and Complaints Management Policy
- Ensure confidentiality of all details, in respect of Educators and their families, children in care and their families and will not discuss confidential issues of the Service, other than with authorised people;
- Not harass or abuse, physically or verbally, in any form clients, Educators, staff members/employees of the service, or members of the community.
- Positively represent the service and avoid behaviour or situations which may reflect poorly on the Service;
- Abide by Inala Community House's (the approved provider), policies, and Code of Conduct.

8.4.4 Appointing a Responsible Person

The Nominated Supervisor assumes the legislative responsibilities of the day to day management of the Service and is appointed by the Approved Provider. Educators and families must be aware of who the Nominated Supervisor is, and this is noted on the prescribed information displayed at the Educator's residence.

In determining whether to nominate a person as a nominated supervisor, an approved provider of an education and care service must have regard to the history of the persons compliance the law both past and present [R.117C(2)].

The Approved Provider (ICH) can appoint more than one Nominated Supervisors:

- Who must be available to provide support and assistance to an Educator while any Educator is providing education and care to children;
- Support the Service staff including coordinators and the educational leader;
- Rendered assistance by being the emergency contact and first point of call on critical matters.

- Their name and position of the Nominated Supervisor must be prominently displayed at the Service and each Educator's residence.

8.4.5 Recruiting and Appointing a Nominated Supervisor

The applicants must have:

1. Adequate knowledge and understanding of the provisions of education and care to children [R.117C(1)(b)].
2. The ability to effectively supervise and manage an education and care service [R.117C(1)(c)]; [Note: this includes providing information about their experience in working in other schemes (if applicable), and reasons for leaving those schemes / any compliance actions that may have followed.]
3. Ability to provide quality Educational Program.
4. At least one of the following:
 - a. at least three years' experience working as an Educator in an education and care service, or a children's service or a former education and care services law;
 - b. an approved diploma level education and care qualification;
 - c. an approved early childhood teaching qualification.
5. An approved First Aid Qualification, including Approved Anaphylaxis Management, Approved Emergency Asthma Management and approved CPR qualification.
6. Filled out and Signed a [Compliance History Statement & Nominated Supervisor Consent Form \(NS01\)](#) and returned to the Co-ordination Unit.
 - a. All nominated persons are required to disclose any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations or any other laws.
 - b. All nominated persons are required to disclose information about any bankruptcy declared or debt to Commonwealth
 - c. All nominated persons must give their written consent to the nomination, which is included in the notification to the regulatory authority and is also to be kept as part of the service staff records.

(Please refer to "Compliance History Statement for a Person to be A Person in Day-to-Day Charge (PIDTDC) and a Nominated Supervisor" Form for disclosure to be made)
7. Completed a National Criminal Record Check; and
8. Hold a Working with Children Positive Notice Blue Card.

8.4.6 Recruiting and Appointing an Educational Leader

The Approved Provider (ICH) will designate in writing the Educational Leader who will lead the development and implementation of the educational programs. Consideration will be given to a suitably experienced and qualified Co-ordinator and/or Educator.

The Educational Leader will work in collaboration with Coordinators to ensure Educators are provided with curriculum direction and to ensure children achieve the outcomes of the approved learning framework.

The Applicant will have:

- A Diploma level or higher education and care qualification [R.128].
- Ability to provide a quality Educational Program; and
- Extensive knowledge of child development; and
- The Early Years Learning Framework and My Time Our Place, Framework for School Age Care; and
- Understand and can implement the planning and assessment cycle; and
- Curriculum development
- Capacity to reflect on their practice and assist others to reflect critically;
- Skills and knowledge around leadership, and proven experience of leading others through change;
- Mentoring and coaching experience
- Completed a National Criminal Record Check
- Hold a Working with Children Positive Notice Blue Card
- Filled out and Signed a [Compliance History Statement](#) and returned to the Co-ordination Unit.
 - o All applicants are required to disclose any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations or any other laws.
 - o All applicants are required to disclose information about any bankruptcy declared or debt to Commonwealth

8.4.7 Recruiting and Appointing a Coordinator

The applicants must have:

1. Adequate knowledge and understanding of the provisions of education and care to children [R.117C(1)(b)].
2. The ability to effectively work as a Co-ordinator in an education and care service [R.117C(1)(c)];
3. Provide a history of their experience in working in other schemes/services (if applicable), and reasons for leaving / any compliance actions that may have followed.]
4. A Diploma level or higher education and care qualification [R.128].
5. An approved First Aid Qualification including Approved Anaphylaxis Management, an Approved Emergency Asthma Management, and an approved CPR qualification.

6. Mentoring and Coaching experience
7. Completed a National Criminal Record Check
8. Hold a Working with Children Positive Notice Blue Card
9. Filled out and Signed a [Compliance History Statement](#) and returned to the Co-ordination Unit.
 - All applicants are required to disclose any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations or any other laws.
 - All applicants are required to disclose information about any bankruptcy declared or debt to Commonwealth

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated form Policy

Related Documents

Policies

8.2 Staff, Volunteers and Student Policy

Reference

Refer to 8.2 Staff, Volunteers and Student Policy