

8.2 Staff, Volunteer and Student Policy

1. Purpose

My Place FDC is committed to engaging skilful and qualified staff to undertake the key roles of Nominated Supervisor, Educational Leader, Coordinator and administrative staff within the Service. My Place Family Day Care promotes the family day care program as a quality career path for students and sees volunteers as a rich source of community involvement and support.

2. Scope

This policy applies to Management, Nominated Supervisors, Coordinators, Educational Leaders, other ICH staff, students and volunteers.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Fit and Proper: A person who is considered suitable to be involved in the administration of childcare subsidies on behalf of the Australian Government and families, having regard to matters including their history of compliance with the law and responsible financial management.

4. Policy

The My Place Family Day Care Coordination Unit staff are central to the proper functioning of the Service, as it is the point of contact, registration, referral, monitoring and support for parents and for Educators.

Within the Service the Nominated Supervisors in conjunction with the Co-ordinators have the principal management and liaison role with Educators, parents and other authorities. Other employees may fulfil specialised functions and assist the Co-ordinator/s.

The Service will ensure all staff, volunteers and students are suitable to be in the company of children and will hold a positive Working with Children Check - Blue Card.

Individuals regarded as being a person in day-to-day charge (PIDTDC) or employed as a Nominated Supervisor within the Service shall complete a compliance history statement prior to being appointed to their position.

4.1 Nominated Supervisor

The Service will assess the suitability of the applicant for Nominated Supervisor/s.

The Service has a selection criteria including qualifications and training requirements for the role of the Nominated Supervisor.

ICH delegates several management and liaison duties to the Nominated Supervisor/s to ensure provision for a quality education and care service.

ICH will appoint a Nominated Supervisor/s that is fit and proper to be a person in day to day charge of the Service.

The Nominated Supervisor/s will have the capacity to lead and manage the Coordination Unit team.

The staff members who have agreed to take on the role of Nominated Supervisor/s will note this agreement in writing.

4.2 Educational Leader

The Nominated Supervisor will be involved in the recruitment and line management of the Educational Leader.

The Educational Leader will have the knowledge and skills to implement and lead the Educational program and practice across the Service.

The staff member who has agreed to take on the role of Educational Leader will note this agreement in writing.

4.3 Coordinator and Other Staff

Employment position descriptions will outline the various roles and responsibilities for assessing the safety, wellbeing and capacity to work with others to improve quality outcomes for children.

4.4 Students

The person applying for student placement with the Service will apply in writing to the Nominated Supervisor/s.

My Place Family Day Care is committed to the training needs of students and the need to impart knowledge and experience from staff and Educators. Professional development is an

important aspect of Early Childhood training. It is essential that students are provided with opportunities and resources to demonstrate their competencies, and to gain experience. It is acknowledged that hosting a student is also a great opportunity for Educators to remain abreast of current Early Childhood practice.

The Service will ensure the rights and dignity of each child is catered for, in this training environment and that procedures are followed to ensure that only fit and proper people are considered for student placement.

Students will not be left alone to supervise children who are enrolled at the Service.

4.5 Volunteers

The person applying to be a volunteer with My Place Family Day Care will apply in writing to the Nominated Supervisor/s.

The Nominated Supervisor/s will assess the suitability of the volunteer to work with the Service office or with an Educator.

The volunteer will never be left alone with children.

Volunteers will be over the age of 18 years

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

8.3 Roles and Responsibilities Policy

8.4 Induction and Professional Development Policy

Procedures

8.5 Determining Responsible Person Procedure

- 8.6 Appointment of Nominated Supervisor
- 8.7 Appointment of Educational Leader
- 8.8 Appointment of Coordinator
- 8.9 Assessment of Fitness and Suitability of Staff
- 8.10. Suitability of Volunteers and Students
- 8.16 Staff Professional Development and Training
- 8.17 Staff Induction

Forms

Approved Provider to supply forms for staff, students and volunteers
Compliance history statement for a person to be a person in day-to-day charge (PIDTDC) or a Nominated Supervisor.

Other documents

Code of Conduct

References

Education and Care Services National Law 2010

- s.161 Offence to operate education and care service without nominated supervisor
- s.161A Offence for nominated supervisor not to meet prescribed minimum requirements
- s.162A Persons in day-to-day charge and nominated supervisors to have child protection training
- s.163 Offence relating to appointment or engagement of family day care co-ordinator

Education and Care Services National Regulations 2011

- R.117A Placing a person in day to day charge
- R.117B Minimum requirement of a person in day to day charge
- R.117C Minimum requirement of a Nominated Supervisor
- R.118 Educational Leader
- R.153 Register of FDC Educators, coordinators and education and educator assistant
- R.154 Record of staff engaged or employed by FDC service (a) designated Educational Leaders (b) Nominated Supervisor (c) Other My Place Staff (d) Volunteers and students
- R.168 (2) (i) (i), (ii), (iii) Education and Care service must have policies and procedures

Child Care Provider Handbook – retrieved 30th October 2019

<https://docs.education.gov.au/node/50791>

Working with Children (Risk Management and Screening) Act 2000 (the Act) and the requirements of the *Education and Care Services National Law (Queensland) Act 2011*.