

8.4 Induction and Professional Development Policy

1. Purpose

My Place Family Day Care recognises that a comprehensive induction and ongoing professional development for those involved in education and care services assists in ensuring that children who are being cared for receive the best possible education and care and that Educators and staff are well informed and up to date with information on current practices within the Early Childhood field as well as work tasks and responsibilities

2. Scope

This policy applies to the Nominated Supervisors, Coordinators, other Service staff, Educators and Educator Assistants.

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.

Educator: A suitably qualified person who is registered with the Service.

Educator Assistant: Is an adult registered with the service to care for children, in limited circumstances, on behalf of an Educator.

4. Policy

My Place Family Day Care is committed to providing a comprehensive induction to the Service which enhances each individual's capacity to undertake their role and supports the ongoing professional growth and development of coordination unit staff and Educators.

4.1 Staff Professional Development

The Service will ensure each coordination unit staff member undertakes professional development by planning and providing opportunities for training and other experiences that are likely to enhance their knowledge and develop skills to support their capacity to undertake the work required for their role.

4.2 Educator's Professional Development

The Service will ensure each Educator undertakes professional development by planning and providing opportunities for training and other experiences that are likely to enhance their knowledge, skills and abilities to enable them to better understand and meet children's developmental needs and the work requirement for their role.

4.2 Induction of Service Staff, Educators and Educator Assistants

The Service recognises that both Educators and staff need time to settle into their new position. The Service's induction process aims to assist, support and encourage the provision of a quality service.

4.2.1 Induction of Service Staff

Inductions of Service staff shall be conducted in accordance with the ICH Induction Policy. The Nominated Supervisor/s is responsible for ensuring that inductions include the following information:

1. Conditions of employment (as per relevant award)
2. Code of Conduct at the workplace.
3. Health and safety requirements.
4. Other legal requirements (e.g. Workplace harassment).
5. The policies and procedures of the Service.
6. The policies and procedures of Inala Community House.
7. Expectations for job performance.

4.2.2 Induction of Nominated Supervisor

The Approved Provider is responsible for the induction of the Nominated Supervisors in accordance with the ICH Induction Policy and will ensure they are aware of:

1. Conditions of employment (as per relevant award)
2. Code of Conduct at the workplace.
3. Health and safety requirements.
4. Other legal requirements (e.g. Workplace harassment).
5. The policies and procedures of the Service.
6. The policies and procedures of Inala Community House.
7. Expectations for job performance.
8. Role in Managing the Service staff.

4.1.2 Induction of Educators and Educator Assistants

The Nominated Supervisor/s is responsible for ensuring that each Educator and Educator Assistant is informed of:

1. Conditions of engagement.

2. Code of Conduct
3. Health and safety requirements.
4. Other legal requirements
5. The policies and procedures of the Service.
6. The Child and Youth Risk Management Strategy of Inala Community House.
7. Expectations of their role

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	09/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 8.2 Staff, Volunteers and Student Policy
- 8.3 Roles and Responsibilities Policy
- 10.4 Fees Policy
- ICH Induction Policy

Procedures

- 8.4 Registration and Re-Registration of Educators and Educator Assistants
- 8.15 Educator Professional Development and Training Procedure
- 8.16 Staff Professional Development and Training Procedure
- 8.17 Staff Induction Procedure
- 8.18 Education Induction Procedure
- 10.10 Fees Procedure

Forms

Nil

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.169 (2)(b) (d) (g) (h) Additional Policies and Procedures for FDC

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*.

ACECQA, National Quality Framework, 2018, National Quality Standard Quality Area 4.

Staffing arrangement

4.1 Staffing arrangement: staffing arrangement enhance children's learning and development

4.1.1. Operation of educators: The organisation of educators across the service supports children's learning and development

4.2 Professionalism: Management, educators and staff are collaborative, respectful and ethical

4.2.1 Professional collaboration: management, educators and staff work with mutual respect and collaboratively and challenge and learn from each other, recognising each others strengths and skills

4.2.2 Professional standards: professional standards guide practice, interactions and relationships