



PANORAMA HEIGHTS PRESCHOOL

STAFFING POLICY

Version 1.0

Mandatory - Quality Area 4

PURPOSE

This policy will provide guidelines for engaging staff at Panorama Heights, including:

- employing sufficient numbers of 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 service policies:

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

POLICY STATEMENT

VALUES

Panorama Heights Preschool is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their 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
- the further development of staff
- supporting the health and wellbeing of all staff through learning, policies and creating a safe and healthy physical and social environment

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Panorama Heights Preschool, including during offsite excursions and activities.

RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met in relation to staffing arrangements	✓	✓			
Ensuring that quality staffing practices are in place in line with the <i>National Quality Standard</i> , especially Quality Area 4 – Staffing arrangements	✓	✓			
Complying with the service’s <i>Code of Conduct Policy</i> at all times	✓	✓	✓	✓	✓
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>	✓	✓			
Ensuring that there is a person in day-to-day charge (<i>refer to Definitions and 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>)	✓	✓			
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>)	✓	✓			
Ensuring that children being educated and cared for by the service are adequately supervised (<i>refer to Definitions</i>) at all times they are in the care of that service (<i>National Law: Section 165(1)</i>)	✓	✓	✓		✓
Complying with the legislated educator-to-child ratios at all times (<i>National Law: Sections 169, National Regulations: Regulations 122, 123, 357</i>)	✓	✓			
Ensuring that all staffing meets the requirements of <i>The Kindergarten Funding Guide (refer to Sources)</i> at all times the service is in operation	✓	✓			
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>	✓	✓			
Following the guidelines for the recruitment, selection and ongoing management of staff as outlined in the <i>Child Safe Environment and Wellbeing Policy</i>	✓	✓			
Employing the relevant number of appropriately-qualified educators (<i>refer to Definitions</i>) with ACECQA approved qualifications (<i>refer to Background and Sources</i>) (<i>Regulations 126</i>)	✓	✓			
Employing additional staff, as required, to assist in the provision of a quality early childhood education and care program	✓				
Ensuring that early childhood teachers, educators and other staff undertake appropriate induction following their appointment to the service	✓	✓			
Ensuring an early childhood teacher (<i>refer to Definitions</i>) is working with the service for the required period of time specified in the <i>Regulations 130 - 135</i> , and that, where required, a record is kept of this work (<i>Regulations 152, 363</i>)	✓	✓			
Maintaining a record of early childhood teachers and educators working directly with children in accordance with <i>Regulation 151</i>	✓	✓			
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>)	✓	✓			
Ensuring that educators and other 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.	✓				
Maintaining a staff record (<i>refer to Definitions and Sources</i>) in accordance with <i>Regulation 145</i> , including information about the responsible person, nominated supervisor, the 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 146–149</i> .					
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)	✓	✓			
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	✓	✓			
Confirming the WWC Clearance of all volunteers prior to their being permitted to be a volunteer at the service	✓	✓			
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>)	✓	✓	✓		✓
Determining who will cover the costs of WWC Clearance or criminal history record checks (<i>refer to Definitions</i>)	✓	✓			
Ensuring that volunteers/students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected (<i>refer to Participation of Volunteers and Students Policy</i>)	✓	✓			
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>)	✓	✓	✓		✓
Ensuring that there is at least one educator with current 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>)	✓	✓			
Developing procedures to ensure that approved first aid qualifications, anaphylaxis management training and emergency asthma management training are evaluated 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>)	✓	✓			
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>	✓	✓			

Reviewing staff qualifications as required under current legislation and funding requirements on an annual basis	✓	✓			
Ensuring that the nominated supervisor, early childhood teachers, educators and other 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>)	✓	✓			
Ensuring that all early childhood teachers, educators and staff have opportunities to undertake professional development relevant to their role as per the National Quality Framework	✓	✓			
Ensuring that the nominated supervisor, early childhood teachers and educators/staff are advised and aware of current child protection laws and any obligations that they may have under these laws (<i>Regulation 84</i>) (<i>refer to the Child Safe Environment Policy</i>)	✓	✓			
Informing parents/guardians 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 that the procedures for the appointment of casual and relief staff are compliant with all regulatory and funding requirements.	✓	✓			
✓ Bold tick indicates legislation requirement					

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 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. These qualifications must be updated

as required, and a copy of the qualifications must be kept on an individual's staff record. As a demonstration of duty of care and best practice, ELAA recommends all educators have current approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

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 when children are in attendance at the service. To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, which are based on the qualifications of the educators, and the ages and number of children at the service. Only those educators working directly with children (*refer to Definitions*) can be counted in the ratio.

All educators and 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 6 requires organisations 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)
- Victorian Early Childhood Teachers and Educators Agreement (VECTEA) 2020
- 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 e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *General Definitions* section of this manual.

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
- Department of Education and Training , The Kindergarten Funding Guide: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
- 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 (2018), A Guide for Creating a Child Safe Organisation: <https://ccyp.vic.gov.au/assets/resources/New-CSS/A-guide-for-creating-a-Child-Safe-Organisation-190422.pdf>
- 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
- Child Safe Environment and Wellbeing
- Code of Conduct

- Compliments and Complaints
- Delivery and Collection of Children
- Determining Responsible Person
- Interactions with Children
- Participation of Volunteers and Students
- Privacy and Confidentiality

EVALUATION

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

- regularly check staff records 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
- notifying 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 \(2\)](#)).

ATTACHMENTS

- Attachment 1: Staff Leave
- Attachment 2: Staff Health and Wellbeing

AUTHORISATION

This policy was adopted by the approved provider of Panorama Heights Preschool on 25th April 2023.

REVIEW DATE: 25th April 2026

ATTACHMENT 1. STAFF LEAVE

Staff are eligible to the following leave entitlements as detailed in the [VECTEA 2020](#). Below is a brief description of types of leave. For full details including entitlement, accrual of leave, period of leave, notice periods and evidence requirements refer to the [VECTEA 2020](#) document.

LEAVE ENTITLEMENTS

Section 28 - Personal/Carer's leave and Compassionate leave

- Applies to all employees, other than casual employees
- Employees are entitled to 15 days (114 hours) of paid personal/carer's leave for each year of service
- 5 days of leave per occasion for compassionate leave (when members of the employee's immediate family or household are affected by serious illness/injury/death)

Section 29 – Public Holidays

- Panorama Heights Preschool is closed on public holidays, therefore employees are not requested to work on these days

Section 30 – Parental Leave

- Employees, including Eligible Casual Employees are entitled to unpaid parental leave in accordance with the National Employment Standards

Section 31 – Community Service Leave

- Employees are entitled to be paid by their employer for all absences on jury service

Section 32 – Long Service Leave

- The provisions of the Long Service Leave Act 2018 (Vic), as amended from time to time, shall apply to employees covered by the VECTEA

Section 33 – Meal Breaks

- The current agreement at Panorama Heights Preschool is that teaching staff have their meal breaks concurrent with non-teaching or non-contact duties and included in the employee's normal working hours.

Section 34 – Organisational Days

- Employees are entitled to three child-free days to undertake organisational activities approved by the employer, these days are the first two days of Term 1 and the last day of Term 4 for employees who are rostered to work on these days. Employees not rostered to work on these days can use their organisational days in the first 2 weeks of Term 1 and the last 2 weeks of Term 4, unless otherwise agreed.

Section 35 – Models of Employment/Attendance

- Teachers are engaged on the 10-week leave model of employment, on full 52/52 rates. General consensus is that overtime worked by teachers compensates for the 6 weeks additional leave (on top of 4 weeks annual leave).
- Coeducators are employed on 10-week leave model on 46/52 rates. Coeducators are not required to work any additional hours as they have sacrificed a portion of their pay to purchase additional leave.

Section 36 – Annual and Additional Leave

- An employee is entitled to 152 hours (20 days for a full-time employee) annual leave in respect of each year of service accrued on a pro-rata basis
- Employees will take leave accrued during term breaks unless otherwise agreed between the employer and employee

Section 38 – Approved Unpaid Absence

- An employee may apply for a period of approved unpaid absence which will be considered by the employer on a case by case basis with approval to be at the sole discretion of the employer
- The employee must submit their application in writing at least two months prior to the proposed commencement of leave. The required notice period may be varied in exceptional circumstances

Section 42 – Union Training Leave

- Employees shall be granted up to 5 days paid leave each calendar year or 10 days paid leave over 2 calendar years to attend Union approved or provided courses, seminars and conferences

Section 43 – AEU Councillors Leave

- Employees appointed to the AEU Early Childhood State Council will be granted up to 8 days (or part thereof) paid leave each calendar year to attend State Council Meetings.

Section 44 – VIT Councillors Leave

- An Employee holding the position of Victorian Institute of Teaching Councillor shall be granted paid leave to attend VIT Council meetings and any other VIT committee they are part of

Section 45 – Educational Leader and Nominated Supervisor

- Each service/centre will provide one hour per week to be allocated to employees who agree to be appointed to the position/s of Educational Leader and/or Nominated Supervisor

Section 46 – Family and Domestic Violence Leave

- Leave for family violence purposes is available to employees who are experiencing family violence to allow them to be absent from the workplace to attend counselling appointments, legal proceedings and other activities related to, and as a consequence of, family violence

LEAVE NOTICE PERIODS

Section

All types of leave that can be reasonably known about by the employee in advance require notice from the employee to Panorama Heights Preschool. For full details on notice periods refer to the [VECTEA 2020](#) document.

Section 38 – Approved Unpaid Absence

- this notice period is 2 months (in writing to Teachers/Leadership Team and Committee) (as per VECTEA 2020). Compassionate leave with regard to someone who is not an immediate family member may be applied for as unpaid leave.

Section 32 – Long Service Leave

- If the Long Service Leave period is 2 weeks or longer, where practicable, 2 months' written notice is required by Panorama Heights Preschool
- If the Long Service Leave period is less than 2 weeks, where practicable, 1 months' written notice is required by Panorama Heights Preschool

All other types of leave

- For all other types of leave, where practicable four weeks' notice is required by Panorama Heights Preschool
- In exceptional or unforeseen circumstances a shorter notice period may be considered at the discretion of Panorama Heights Preschool (eg. Personal/carer's leave).

LEAVE APPLICATION PROCESS

Personal/Carer's leave and Compassionate leave

- Contact all staff via the 'Relief' WhatsApp group to request if another staff member can cover the shift
- If no one is available or no reply received by 5pm on the day before the shift, contact the President, Vice President or Administration Officer to arrange staff from McArthur (9828 6565) to cover the shift
- If McArthur staff are required, the following information will be required:
 - Kindergarten name
 - Level of qualification required to cover shift
 - Hours required (including 15 minutes before and 30 minutes after)
 - Teacher contact details
- Email Administration (admin@panoramaheights.org.au) to note the absence on the timesheet
- A medical certificate may be required upon return if the absence is
 - more than 3 consecutive days,
 - if the employer suspects abuse of the sick leave provisions or
 - if the absence is the day before or after a public holiday

Swapping shifts

When employees would like to swap shifts for another reason, the procedure is:

- Contact another staff member of equivalent qualification via the 'Relief' WhatsApp group to ask to swap shifts.
- Any staff member who agrees to swap must be of an equivalent qualification to cover the shift
- Preferably the swap should occur within the same pay period
- Email Administration Officer (admin@panoramaheights.org.au) to inform her of the swap
- Shift changes must be noted on timesheets

Leave Request

- The Leave Request Form is to be completed for all types of leave (copies are kept with the timesheets).
- The Leave Request Form is to be submitted to:
 - Administration Officer (admin@panoramaheights.org.au).
 - Staff Liaison Officer (staffliaison@panoramaheights.org.au)
 - Educational Leader and Nominated Supervisor (amanda@panoramaheights.org.au)
- All Leave Requests will be taken to the Committee of Management for approval

ATTACHMENT 2. STAFF HEALTH AND WELLBEING

Panorama Heights Preschool is committed to support the health and wellbeing of all staff through encouraging learning and development, developing supportive policies and creating a safe and healthy physical and social environment.

Supporting the health and wellbeing of staff can improve staff physical and mental wellbeing, increase productivity and concentration, improve staff retention and reduce absenteeism.

It is recognised that every member of the service impacts on the health and wellbeing of others and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, visiting students and volunteers will be supported to meet this initiative.

MANAGEMENT RESPONSIBILITIES

- ensure all staff are recognised for their contribution and are accepted as valued individuals and professionals
- communicate with staff regarding health and wellbeing concerns, encouraging staff to provide input into health and wellbeing initiatives within and outside the service
- enable and cultivate a workplace culture that promotes connectedness, is inclusive and provides support
- engage staff to contribute to health and wellbeing initiatives
- provide professional development, health resources and engage with health professionals, services and organisations as required, to facilitate staff health and wellbeing initiatives

STAFF RESPONSIBILITIES

- compliance with Panorama Heights Preschool's Code of Conduct Policy, Staff Policy and Occupational Health and Safety Policy
- ensure the workplace culture is supportive and positive for staff health and wellbeing
- approach management with areas of improvement to support the health and wellbeing of staff