



## Staff Arrangements Policy

The Rumpus Room Children's Centre is a Child Safe Organisation.

### **Aims:**

To employ Early Childhood staff with Academic qualifications and prior experience is in keeping with and relevant to the Philosophy of the Centre, and our core values and Christian faith.

### **Explanation:**

Early childhood is the time of greatest growth and development in children. It is a time when the brain develops most rapidly and where physical, social, emotional development including self-esteem, are experientially developed as well as the child's vision of the world and the child's spiritual and moral foundations are established.

Research on brain development attests to the importance of key mental, physical and social capabilities to enhance the child's full learning potential. The employment of highly capable staff who support our Christian Philosophy and core values are key to the outcome of this at The Rumpus Room.

### **Implementation:**

- Staff are employed by The Rumpus Room Children's Centre Pty., Ltd.
- Staff are employed after being interviewed by a minimum of two people including the Director of the Education Centre and/or the owner/s. For trainees, 2 staff can conduct the interview.
- Staff must sign a declaration form stating they are not a prohibited person. Staff are required to complete a Working With Children Check prior to appointment and then every 5 years.
- Staff selection is based on –Relevant experience and qualifications that are appropriate to the position , Common shared beliefs with a supportive understanding of our centre's Ethos, the Mission statement, Core values and Philosophy of the centre. A passion and desire for excellence in Early Childhood Education

### **Staff Roles and Responsibilities:**

#### **The Nominated Supervisor**

Will be responsible for the selection of the Educational Leader, Group Leaders and Responsible Persons. These positions will be determined by the qualifications, experience and personal qualities of the Educators who may take on these roles. These people will be required to sign a letter confirming that they accept the position and the guidelines that they will follow.

#### **The Educational Leader,**

If not the Nominated Supervisor, they will be an Educator or team of Educators with a particular passion for curriculum and the energy to devote to the position. They must have



qualifications in Early Childhood Education, a sound knowledge of theories of learning and development, access to current research and the personal qualities and willingness to coach, mentor and reflect alongside their team. (<https://www.acecqa.gov.au/resources/guide-to-the-nqf> April 2018 edition of Quality area 7) (Legislative requirement reg 118, 148)

**The Room Leaders** will have a demonstrated ability to lead others through relationships, have a sound knowledge and understanding of Early Childhood education including the Early Years Learning Framework and the QIP and have the ability to organise and run a room in keeping with the philosophy of The Rumpus Room core values. This includes providing a creative and stimulating program where children and staff together demonstrate respect for and care for the environment. Respecting all educators differing abilities and levels of skill that they bring to the centre.

**The Responsible Person:**

Services must have a responsible person present whenever there are children being educated and cared for by the service. This can be an: Approved Provider; Nominated Supervisor; or a Certified Supervisor. (2017 ACECQA edit 10)

The responsible person will be whomever the AP & NS deem responsible. The Responsible Person must acknowledge with a signature in the staff sign in App/ book that they have accepted the role of the Responsible person for that shift. This must always be displayed clearly in the foyer area for all stakeholders to see. Inclusive of all changes throughout the day. At the end of their shift a new person must sign to acknowledge that they are now the Responsible person until the end of the day.

**Service's operators will:**

- A Nominated Supervisor or Responsible Person will be on the premises at all times when children are being educated or cared for.
- Ensure that each nominated supervisor and each person in day to day charge of the service (Responsible Person) has successfully completed the child protection training required under the law of this jurisdiction. Law 162A
- Ensure educators' rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- Ensure that supervising educators give their attention to the children and not to any other duties.
- Students and volunteers will never be left alone with a child or a group of children.
- There will be more than one educator present when children are in attendance. No child will at any time be in the care of a sole educator.
- In any situation where adequate supervision of children is threatened, any educators on a meal-break must be prepared to return to duty to supply adequate supervision.
- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.



- Educators supervising outdoors should position themselves to see as much of the play area as possible.
- Any water activity should always be actively supervised by a minimum of one educator. All Water containers/vessels must be emptied and never left with water or unattended.
- Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together outside.
- When children are resting, they will be supervised.
- No child is to be left unattended at the table when eating.
- Rosters will be designed and implemented to ensure that children receive continuity of care.
- Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators that are known to the families and children to ensure continuity of care.

**This policy links to the following:**

NQS: National Quality Standard: 7.1.2, 7.1.3., 7.2.2, 4.1.2 (updated)

See Appendix 1-National Law (section) and National Regulations (regulation 122,123,126,129, 133,134, 150,173,240,271,118,148)