



East Adelaide School Out of School Hours Care Staffing Policy.

East Adelaide School
Out of School Hours Care
Last Review July 2019
Next Review: January 2022

1. Background

The success of the service is enhanced by a competent and innovative staff team. However, a team needs a nurturing environment with supportive leadership: an environment where effort is rewarded, the work load is understood and where it is recognised that an OSHC service is adding value to its community. The Approved Provider, as the employer, must fully conversant with the legal obligations of an employer and have a delegated person responsible to ensure that there is compliance with the requirements.

It is a requirement that employees have access to the Award that spells out the terms and conditions of their employment. The Children’s Services Award sets out the *minimum* entitlements for employees, and conditions may be above Award specifications.

2. Relationships to Other Policy/Regulation

| Regulations | National Quality Standard | Other policies/service documentation | Other legislation/Guidelines |
|-------------|---------------------------|--|---|
| 168 | 4.2 | Employee Handbook Governance and Management Policy | Children’s Services Award |
| | 2 | | Fair Work Australia |
| 46, 54 | | | Long Service Act (SA) 1987 |
| 118-154 | 7.1 | | OHS&W Act (SA) 1986 |
| 169 | 7.2 | | Workers Rehabilitation and Compensation Act (SA) 1986 |
| | 7.3 | | Superannuation Guarantee Act 1992 |
| | | | Racial Discrimination Act (1975) |
| | | | Disability Discrimination Act 1975 |
| | | | Sex Discrimination Act 1984 |
| | | | Equal Opportunity Act 1995 |



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3. Definitions

DfE – Department for Education

4. Policy Statement on Staffing

The East Adelaide OSHC service supports our employees to attain their full potential because we recognise that these people may play a significant role in the daily lives of many of our children and families. Our employees must complete the required Criminal History Screening. We are an equal opportunity employer and encourage diversity within our staff team. Where possible, we support employees to balance work and family commitments. We are happy to accept volunteers and students in our team, though these people will not be included in our child to staff ratio. We expect a full commitment from each staff member.

4.1 General:

- All employees at East Adelaide OSHC fall under the Children's Services Award 2010.
- All employees are employed by the East Adelaide OSHC Governing Council Inc.
- All employees are bound by confidentiality.

4.2 Recruitment:

- Where the position for a Director or Assistant Director is advertised, a selection panel will conduct the selection process. The panel will be responsible for providing a job description and for advertising the position. This panel will consist of three members including a Governing Council or Advisory member representative, the director/assistant director or another senior educator and another member from the Advisory committee.
- In other circumstances, the Director will be responsible for hiring educators.
- If the director is seeking leave for up to four weeks, the assistant director will act in the position.
- If the director is to take leave beyond 4 weeks to 12 months, the position will be externally advertised.
- In filling the assistant director position for up to 12 months, an internal selection process will be facilitated by the director and school principal or delegate.

4.3 Advertising:

- Where a position needs to be advertised externally, the selection panel will advertise the position in as many media outlets as it feels necessary including local and state based papers, online recruitment, TAFE and University campuses and other OSHC programs in the area.
- Advertisements should invite written applications which include a full resume and a one written page addressing the job and person specification.

4.4 Selection Panel Decisions:

- The panel will keep a written record of its decisions.
- Where the panel makes a unanimous decision the panel will appoint the person.
- Where the panel does not agree on the most appropriate applicant the decision will be referred back to the Governing Council.
- Under no circumstances should a position be offered prior to conducting at least one referee check on each for the main contenders.



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4.5 Appointment:

- As East Adelaide OSHC is on a DfE site it must employ staff through a merit-based selection and recruitment process and may choose to use the DfE Performance Development Policy to develop a process for managing staff performance. Governing Council employment of non-teaching staff such as OSHC educators is guided by the Administrative Instructions and Guidelines Section Division 5 Division 2.24.
- A three-month probationary period will apply to all new permanent employees. This must be advertised to the prospective employee at or before the offer of employment.
- The successful applicant must present original copies of any prerequisite qualification to the Director prior to appointment. The service will keep a photocopy of the documents in the educator's personal file.
- The service will make a formal written offer of employment to the successful applicant, outlining the terms and conditions of the employment being offered. This should be signed by a representative of the new management body or an authorized delegate. The offer will also be signed by the new employee with a copy kept in the employee's personal file.

4.6 Induction:

- The induction process is an ongoing process which should include a written information, introductions to existing educators, a guided tour of the service and discussion of working arrangements and expectations.
- Before commencement, the Director will provide a new educator with an educator handbook and induction kit. This induction kit will include the service philosophy and relevant policies and a code of conduct.
- New Educators will be introduced to other Educators and explained the role they have within the service.

4.7 Casual Positions:

- All casual educators will be employed in accordance with the Children's Service's Award 2010.

4.8 Equal Opportunity.

- East Adelaide OSHC is committed to equal employment opportunities. Any advertisement must adhere to equal opportunities legislation.
- The service will ensure that selection criteria do not exclude any groups from equitable consideration for positions legislation.
- The service will ensure that selection panels will be sensitive to the needs of applicants from disadvantaged groups, particularly people with language difficulties and cultural differences.
- The service will, if applicants have a disability, assess the applicant against the selection criteria. The panel will apply the principle of reasonable adjustment to any impact the applicant's disability may have on the service.
- The service will in regards to the training plan, ensure that all employees have equitable access to training and development opportunities.
- The service will consider that, where the population of children using the service contains significant numbers of children from a particular cultural group, there may be opportunities to attract suitable educators from that cultural group.



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4.9 Leave:

- Staff will accrue leave in accordance with the Children's Services Award 2010 and the NES.
- At East Adelaide OSHC the service will close for approximately 2 weeks over the Christmas/New Year break. In this time, it is expected that all staff will take leave. Other leave taken throughout the year will be negotiated with management. Management will consider: why they are taking leave, for how long and the pressure placed on the service when that leave is taken.

4.10 Performance and Development:

- OSHC will be guided to developing a performance and development process by referring to the Department of Education and Child Development Performance and Development Policy and Guideline:
- The Director will provide all educators with a self-assessment each year to allow staff to look at their own performance.
- Allow a time following the completion of that self-assessment to discuss areas in which the Director can highlight positives and discuss areas where to further training and support are needed.
- The Director will follow this process by booking training and development days for staff to improve in the areas of need and to extend their knowledge of OSHC.

4.11 Unsatisfactory Performance:

- Unsatisfactory performance occurs when an employee is not performing the duties of their role to the required standard, or otherwise is not performing in a satisfactory manner.
- Performance and Development will, from time to time, identify areas of unsatisfactory performance. In most instances, it will relate to an isolated element of an employee's performance rather than the totality of his or her performance.
- If it becomes evident that an element of an employee's performance is unsatisfactory, the director will provide evidence and examples as appropriate.
- For a guide to developing a Managing Unsatisfactory Performance process, please refer to the DfE Managing Unsatisfactory Performance Guideline.

4.12 Determining the Responsible Person present at the service:

- There must be a designated Responsible Person present at the service whenever the service is operating. This can be the nominated supervisor: a prescribed or declared certified supervisor who has consent to be the Responsible Person placed in day to day charge of the service.
- The name of Responsible Person should be publicly displayed on display at all times when children are in care and should be visible to anyone on entering the service. The name should also be recorded daily in the daily roster and on the daily evaluations.



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7. References

1. Protective practices for staff at www.ecd.sa.gov.au/docs/documents/1/prorectivePracticesforsta.pdf
2. Early Childhood Australia Code of Ethics at www.earlychildhoodaustralia.org.au/code_of_ethics//childhood_australias_code_of_eithics.html
3. DECD creating and sustaining a performance development culture at www.decd.sa.gov.au/hrdevelopment/pages/workforcedevelopment/preformacedevelopmentculture.
4. Code of Ethics in South Australia Public Sector at www.espi.sa.gov.au/page-351
5. Merit selection Policy, Procedures and Instructions 2010 at www.decd.sa.gov.au/hrstaff/pages/recruitment/meritdocs/
6. Relevant Awards
7. Award information and assistance:
8. Fair Work Australia www.fwa.gov.au
9. Department for Education and Child Development- Human Resources at www.DECD.sa.gov.au/hr
10. Network SA at www.networksa.org.au (for award information, sample job descriptions)