



Marton Activity Centre

MAC Policy

RELIEF EDUCATOR, VOLUNTEER, STUDENTS & VISITORS	Document ID : POL039 Amendment No : 4 Quality Area : MACQA4 Approved By : Management Approval Date : 5/2019 Review Date : 5/2020
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POLICY STATEMENT

Marton Activity Centre believes that educators/employees are the most valuable asset to the quality of care provided and that employing and keeping high quality educators/employees is imperative. We aim to employ the best possible educators/employees and ensure they are fit and proper for employment in children's services. We also value the contributions that relief educators, volunteers, students and visitors can provide to the centre. All educators/employees, volunteers, students and visitors will be informed of their expectations and requirements related to safety and the proper care of children. All practices will be in accordance with the OSHC Code of Professional Standards. We will encourage positive and open communication between all parties involved.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

PROCEDURES

RELIEF EDUCATORS

- The Coordinator will, where possible, provide a modified induction to the service, which will include a tour of the service, introductions to educators, a copy of the staff handbook, job description for relief educators, code of conduct and copies of relevant policies. The Coordinator will ensure that they are fully aware of their duties and the services expectations prior to commencement.

- Relief educators must adhere to all areas of confidentiality.
- All relief educators will be paid the appropriate wage and minimum hours as outlined for casual educators under the relevant award.
- All relief staff will be provided with a MAC staff identification badge, which is to be returned at the end of each shift.

VOLUNTEERS

- The Coordinator will provide a modified induction to the service, which will include a tour of the service, introductions to educators, job description for volunteers and code of conduct. The Coordinator will ensure that they are fully aware of their duties and the services expectations.
- All volunteers will be required to sign on and off.
- Volunteers will be given a copy of relevant policies such as behaviour management.
- Volunteers are not to discuss children's development or other issues with families.
- Volunteers must adhere to all areas of confidentiality.
- Volunteers should never be left alone with or in charge of any children.
- Volunteers will not be used to do tasks that the employed educators normally do.
- Volunteers will not be included when calculating basic educator: child ratios, except on excursions.
- Volunteers will be invited to take part in social activities of the service.

STUDENTS

- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the service.
- Students should be made aware of relevant policies such as behaviour management.
- Students are not to discuss a child's development or other issues with the families.
- Students should adhere to all policies concerning confidentiality.
- Students should never be left alone with or in charge of any children.
- Students will not be used to do tasks that the employed staff normally do.

VISITORS

- Visitors may be invited to the service to stimulate the children's program.

- Visitors could include local people or family members with a skill or ability to share with the children and educators or local community resources such as police, fire brigade etc.
- Professional access to the service will be at the discretion of the Coordinator or management or when required by law to do so.
- Professionals include State and Federal Government Departmental Officers, Occupational Health and Safety inspectors, building inspectors and police officers.
- Any unwelcome visitor will be calmly asked to leave the service. If they refuse, the Coordinator or educator directed by the Coordinator will call the police for removal.
- No educator is to try to physically remove the unwelcome person but try to remain calm and keep the person calm as far as possible.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 4: Staffing Arrangements		
4.1	Staffing Arrangements	Staffing arrangements enhance children’s learning and development.
4.1.1	Organisation of Educators	The organization 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 Standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	82	Tobacco, drug and alcohol-free environment
Reg	83	Staff members and family day care educators not to be affected by alcohol or drugs
Reg	84	Awareness of child protection law
Reg	118	Educational leader
Reg	136	First aid qualifications
Reg	146	Nominated supervisor
Reg	147	Staff members
Reg	148	Educational leader
Reg	149	Volunteers and students
Reg	150	Responsible person
Reg	151	Record of educators working directly with children
Reg	168	Education and care service must have policies and procedures
Reg	170	Policies and procedures to be followed
Reg	173	Prescribed information to be displayed
Reg	181	Confidentiality of records kept by approved provider

SOURCE

Australian Children's Education & Care Quality Authority (2014)
Guide to the Education & Care services National Law & the Education & Care Services National Regulations.
ECA Code of Ethics
Guide to the National Quality Standard
Revised National Quality Standards

SERVICE POLICIES/ DOCUMENTATION

Policies	Documents
Interactions with Children	Client Handbook
Physical Environment	Staff Handbook
Child Protection	
Confidentiality	