

EMPLOYMENT POLICY

Unley Community Childcare Centre aims to provide a quality service for families by employing highly skilled and suitably trained professional educators. We aim to be fair and just in our interview, orientation and employment process adhering to the Equal Opportunity Act of SA.

In Regard to Contracted Employees

Advertising

Positions for employment may be advertised both internally and externally to give Unley Community Childcare Centre the widest pool of suitable professionals to choose from when filling a position.

All applicants will be required to provide their cover letter and resume, in addition to the names and contact information of at least two professional referees.

All Advertisements will have a specific start date, hours per week and clearly state if the position is for a specific amount of time, for example; maternity leave, long service leave, or extended leave. All advertisements will state the requirement for a current Not Prohibited Working With Children Check (WWCC) prior to commencing working with children and young people. The advertisement will clearly state UCCC's commitment to child safeguarding.

Aboriginal and Torres Strait Islander people will be encouraged to apply and this will be advertised throughout the job add.

Interviewing

The interview panel may consist of the director, assistant director and a management committee member depending on the role that has been advertised. The role of the interview panel is to ask questions relating to Unley Community Childcare Centre policies, philosophy and practices to establish if the candidate possesses the skills required for the advertised position.

If two applicants rate equally after the interview process they may be asked to come in for a secondary interview or perform a paid on the job trial.

Referees will be contacted and interviewed using the referee checklist form to determine the suitability of the applicant.

The management committee will be advised of the outcome of the interview process and given a summary of each interview/trial so that a suitable professional can be employed.

Appointments

The management committee has the authority under the constitution to employ professionals for the centre. In employment, the chairperson or director with the approval of management committee and/or executive will offer employment to the appointed applicant initially with a telephone call and then follow up with an employee pack including

contract of offer, employee handbook, a request for WWCC, and other relevant documentation. Once the documents are completed the director/management committee will perform an induction with the new employee.

The employee's contract will state:

- Salary per hour as per the children services award or the educational services (teachers) award
- Hours of work including, rostered days off, time off in lieu, lunch and tea break entitlements;
- Requirement for a Not Prohibited WWCC and renewal of this every 5 years
- Benefits such as annual leave and personal leave
- Special benefits if applicable;
- Probationary period;
- Attendance at staff meetings after hours - payment or time off in lieu may be offered for these;
- Agreed date of commencement.
- A copy of the job description and expectations of the role

The chairperson or director on behalf of the management committee will sign two copies of the contract before sending one to the successful applicant.

A copy of the contract signed by the appointed applicant is to be returned to the centre with the following:

1. Signed Job specification.
2. Working with Children's Check as completed by the Department of Human Services. This will be verified for accuracy in the DHS Screening Unit portal as required by law.
3. Current Mandated Notification: Responding to Risk of Harm, Abuse and Neglect
4. Recognised First Aid Certificate
5. Copy of relevant educational qualifications.
6. Confidentiality agreement
7. Staff details form
8. Tax declaration
9. Superannuation forms
10. Any other relevant certificates

Resignation

One week for each year of employment at the centre and up to four years (four weeks) written notification of resignation is required by the centre. Prior to leaving employment the employee will be required to undertake an exit interview with the director.

Termination or Employment

Upon termination of an employee, the employer must give the employee notice as outlined in the National Employee Standards.

In regards to casual and agency employees

All staff employed in a casual capacity or through an agency will be given a tour prior to commencing their shift and an induction at the beginning their shift, this will be completed by the responsible person on duty at the time. This induction consists of an overview of WHS practices such as the proper storage/handling of chemicals, nappy changing procedures, safe sleep practices, child protection expectations, supervision, emergency evacuation and lockdown procedures and other information necessary for the worker to maintain a safe and healthy environment for themselves, the children, families, visitors and other workers.

If casual educators and agency employees require further clarification or information relating to centre policies and procedures they should ask the lead educator of the room in which they are working, if they are not available they should ask the responsible person in charge at the time. A copy of the centres policies and procedures are available to view by all workers in the staff room.

All casual workers are required to provide the centre with

1. Working with Children's Check as completed by the Department of Human Services. This will be verified in the DHS Screening unit portal as required by law
2. Copy of relevant educational qualifications.
3. Confidentiality agreement
4. Staff details form
5. Tax declaration
6. Superannuation forms
7. Current Mandated Notification: Responding to Abuse and Neglect
8. Recognised First Aid Certificate
9. Any other relevant certificates

All employees are responsible for ensuring their worker qualifications and certifications are relevant and kept up to date.

Sources

- Unley Community Childcare Centre Constitution
- Department Of Human Services <https://screening.sa.gov.au>
- National Employment Standards
- Child Safety (Prohibited Persons) Act 2016
- Equal Opportunity Act SA 1984
- DJMIR

Links to

Employee Handbook

Related Policies

Annual Leave Policy

Employee Additional Benefits Policy
 Parental Leave Policy
 Personal/Carers Leave Policy

NQS

QA4	4.2.2	Professional standards guide practice, interactions and relationships
QA7	7.1.1	A statement of philosophy guides all aspects of the service's operations.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service

National Regulations

Regs	145-152	Staff and educator records
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Date Reviewed: November 2022

Next Review Date: November 2027

NOTE: The Centre will lodge a new child safe environments compliance statement every time this policy is reviewed or updated as required by law.

Date of changes	Summary of Changes
13/2/2020	<ul style="list-style-type: none"> • Took out enterprise bargaining agreement as expired 2015 • Changed DCSI to working with childrens check • Included paid trial for potential employees • Included providing a summary of interviews/trial to committee members for the selection process • Changed National Regs to current (2019)
9/8/21	<ul style="list-style-type: none"> • Added job description in contract, spelling
9/8/22	<ul style="list-style-type: none"> • Obligations clearly defined for contracted, casual and agency workers
2/9/22	<ul style="list-style-type: none"> • Added aboriginal and Torres Strait Islander people will be encouraged to apply as per critical reflection from the centers RAP meeting on 31/8/22
28/11/22	<ul style="list-style-type: none"> • Updated in line with recommendations from DHS