



Maldon Neighbourhood Centre Occasional Childcare

Qualified Staff Employment Policy

RATIONALE

The Maldon Neighbourhood Centre is committed to providing high quality childcare where all legislative requirements are complied with and ensuring that children are safe, happy and empowered.

AIM

To ensure that staff employed by the Maldon Neighbourhood Centre at the Occasional Childcare Service are suitably qualified to meet all legislative requirements, are trained in MNC administrative procedures relating to Family Assistance Law compliance, have opportunities for professional development and performance reviews and will not put children in their care at risk.

POLICY

- All staff and volunteers who work directly with children must hold current Working with Children Checks.
- All staff and volunteers must undergo a Police Check.
- A person managing or controlling a children's service will undergo a *Fit and proper assessment* at least once in a 5 year period.
- any person with management or control of the provider and any person responsible for the day-to-day operation of the service, are fit and proper persons to be involved in the administration of Child Care Subsidy and Additional Child Care Subsidy
- All childcare workers will hold current Applied First Aid Certificates, First Aid management of Anaphylaxis and Management of Asthma Risks and Emergencies in the Workplace
- The Childcare Coordinator must hold a Diploma of Children's Services.
- Childcare Support Workers must hold a Certificate III in Children's Services, or equivalent.
- All Childcare Coordinators will be trained on how to use third party software (XPLOR) for managing enrolments, attendance and CCS payments.
- The MNC will provide opportunities for professional development.
- The MNC Coordinator will carry out annual performance reviews.
- The Childcare Coordinator will hold regular staff meetings with childcare support workers and the Centre Coordinator to ensure satisfactory performance and support.
- The Centre Coordinator must maintain Staff Records detailing current contact information, training certificates and Working with Children Checks.
- Staff and volunteers actively agree to the Maldon Neighbourhood Centre's Commitment to Child Safety.
- A diploma-qualified Childcare Coordinator will be on duty at each session.
- Attendance figures each week must meet the child/staff ratios (section 29A and regulation 55(2)) as follows:

Policy Reference Number: POL20160013

Date of endorsement: 4 August 2016

Date last reviewed: 19 March 2019

Date for next review: 19 March 2022



- for children under three a child/staff ratio of one staff member or volunteer for every five children or fraction of that number and one qualified staff member for every 15 children or fraction of that number
- for children three years or more, a child/staff ratio of one staff member or volunteer for every 15 children