



Staffing, Student & Placement Policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

EPIC Holiday Camp considers its employment of educators and staff as of utmost importance to ensuring that EPIC Holiday Camp services deliver services excellence, whilst also adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

Procedures

All Educators will possess a satisfactory Working with Children's Check or Victorian Institute of Teaching registration card.

All educators' current checks and registrations will be read by the approved provider prior to being engaged as an educator or being permitted to work as a volunteer. (R358)

The qualification requirements for educators working with school aged children are:

- "50% educators required to meet educator: child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age in Victoria." (R356)
- All other educators required to meet educator: child ratios for children over preschool age must "hold, or be actively working towards at least a qualification published by the National Authority in the list of approved Certificate III level education and care qualifications" OR "commence obtaining a qualification referred to above within 6 months of commencing to educate and care for children" (R356)

Educational Leader



The service will designate a suitably qualified and experienced coordinator, educator or other individual as Educational Leader. The Educational Leader of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118) The name of the educational leader will be in display at the main entrance of the service (R173) and the Educational Leader will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.

Nominated Supervisor

- The service will designate a nominated supervisor for each site (R146)
- Personal details, qualifications, training for the nominated supervisor will be kept in the educator's Educator Record.

Certified Supervisors

- The service will designate certified supervisors for each site (R46, 47, 50, 54)
- Certified supervisors will hold a supervisor certificate as defined in the Education and Care Services National Regulations (2011), or be assigned under the service certified supervisor certificate.
- The approved provider will assess if the proposed certified supervisor has an adequate knowledge and understanding of the provision of education and care to children and be able to effectively supervise and manage an education and care service.
- Personal details, qualifications, training for the certified supervisor will be kept in the educator's Educator Record.

Responsible Persons

- The service will designate responsible persons for each site (R150)
- There will be a designated responsible person present at each site at all times that the service is caring for and educating children and record will be maintained of the times that a responsible person is on duty. (R150)
- The responsible person will be either:
 - A person with management and control of the service
 - The nominated supervisor of the service
 - A certified supervisor who has been placed in day to day charge of the service in accordance with R54.

First Aid Qualifications

Educators will be recruited and trained according to the Education and Care Service National Regulations (R136)

- At least one educator who holds a current approved First Aid qualification will be in attendance while children are being cared for.



- At least one educator who holds a current approved anaphylaxis management qualification will be in attendance while children are being cared for.
- At least one educator who holds a current approved asthma management qualification will be in attendance while children are being cared for.

Code of Conduct

The Code of Conduct provides a framework for ethical, professional interactions between all educators, management, key stakeholders, families and members of the community. It is intended to guide work practices, decision making and our interactions with others.

Adherence to this code requires a commitment to:

- The EPIC Holiday Camp statement of philosophy
- Early Child Australia's Code of Conduct
- Compliance with all Commonwealth, State and Local Government legislative and regulatory requirements relevant to the management and provision of quality care.
- The National Quality Framework
- Professional standards of behaviour are maintained by working cooperatively with others; displaying respectful, courteous interactions; engaging in open communication; being honest and approachable and working with integrity at all times.
- At all times, educators are expected to conduct themselves in a manner that enhances the reputation of the service.
- Service practices and procedures should be undertaken in a professional, responsible and ethical manner.
- In the event of a grievance, educators will be expected to follow appropriate procedures and at all times, attempt to resolve grievances in an open, respectful manner.
- Educators will maintain positive, safe work practices to ensure the health and wellbeing of all involved.

Volunteers

EPIC Holiday Camp may utilise volunteers within the service. Students are not to be left alone with children and must provide WWCC prior to commencing with EPIC Holiday Camp. All students must complete a staff record and EPIC Holiday Camp will keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

Procedures:

Volunteers may include secondary students, tertiary students, students on practicum placements, parents and/or the unemployed. Volunteers must be aged 18 or over.

- All volunteers will undergo and possess a satisfactory Working with Children's Check.



- Recruitment and induction of volunteers will be in accordance with the EPIC Holiday Camp employment guidelines.
- All volunteers will complete an Educator Record.
- Volunteers will not be part of the educator: child ratios for service based activities.
- Volunteers can be included on excursion days (but again will not be part of the staff: child ratio). Volunteers are supervised by a staff member at all times.

Educator Record

EPIC Holiday Camp will ensure that an Educator Record is obtained for each educator working in the service.

Procedures:

- The service will develop a comprehensive Educator Record (R145)
- Each educator will complete the record outlining relevant person details, qualifications, training and role within the team as required in the Education and Care National Regulations (2011), regulation 147.

Educator: Child Ratios

EPIC Holiday Camp believes that an appropriate educator: child ratio is an important factor in ensuring the safety and wellbeing of all children. Educator: child ratios will be in line with the minimum number of educators for children over preschool age as set out in the Education and Care Services National Regulations (R123 & 355).

Procedures:

- Educators will be rostered to meet educator: child ratios - 1 staff member for every 15 children.
- At least 50% of the educators rostered on to meet ratio requirements will hold, or be enrolled in and studying towards an approved Diploma level qualification or above.
- All other educators will hold, or be actively working towards a minimum of a certificate III qualification.
- If staff members do not currently hold, or are not currently working towards at least a minimum of a certificate III approved qualification they will be required to commence working towards their qualifications within 6 months of commencing work, as part of their probation period. Additionally there shall be: A maximum of 10 children to one educator for excursions. A minimum of 2 educators will be on duty at all times.



- In determining educator: child ratios, consideration will be given to the activities undertaken, ages and subsequent risk. This includes the risk assessment process for all excursions.

References:

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 1 – Educational Program and Practice.

Quality Area 4 – Staffing Arrangements

Quality Area 2 – Children’s health and safety

Education and Care Services National Regulations (2011), R 118, 145, 147, 150, 355 & 356