

### QUALIFIED STAFF POLICY

#### PURPOSE

The purpose of this Policy is to ensure that:

- Sorrento Early Learning employs only those educators who have the relevant qualifications, and the training and experience to provide an educational and care program which meets the needs of all children and families using the Centre
- The employment of qualified staff meets the requirements of the Children's Services Regulations 2009, including sufficient qualified staff are employed to at least meet the child/staff ratios and other requirements of the Children's Services Regulations 2009 and Transitional Regulations 2014
- Professional standards are upheld
- The organisation of educators across the service supports children's learning and development
- Every effort is made for children to experience continuity of educators at the service
- There is professional collaboration between management, educators and staff who will work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.

*Note: A 'member of staff' is any person employed, appointed or engaged by the Service. A 'staff member' is employed, appointed or engaged to be responsible for the care or education of children.*

#### OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

#### BROAD GUIDELINES FOR THIS POLICY

As research indicates that the levels of training and qualifications of staff are key determinants of the quality of children's services, Sorrento Early Learning requires all staff to be qualified to the level of current legislative requirements.

This Policy applies to all Sorrento Community Centre Early Learning staff and any emergency relief staff.

It is noted that Sorrento Early Learning operates as a Type 2 Service and our three-year-old program is distinct from a three-year-old Kindergarten Program which requires staff to hold different qualifications than those at Sorrento Community Centre.

All staff are employed based on the following criteria: Equal Opportunity principles, qualifications, experience, outcome of Police Check, valid Working with Children Check, and agreement with Terms and Conditions of employment.

The required recommended qualifications for staff working in Sorrento Early Learning are:

Team Leader / Early Years Education Coordinator – Diploma of Children’s Services or equivalent, or Working Towards

Assistant Educators – Certificate III

### STAFF DUTIES

Sorrento Early Learning Team Leader / Early Years Education Coordinator is responsible to the Centre Manager, and for:

- The overall program development, monitoring and alignment with the Victorian Early Years Learning and Development Framework (VEYLDF)
- Wellbeing of children and staff
- Interaction with children, staff and parents
- Equipment requirements
- Day to day operations and compliance
- In consultation with other staff and the Board’s Education Committee, development of Policy and Procedures

Staff Members are responsible for:

- Interaction with children and supervisors
- Safety and wellbeing of children
- Maintaining a clean and safe children’s area
- Helping to plan and run the day to day program
- Be a part of the consultation phase in the development of Policy and Procedures

### Resources available

Department of Education - [www.education.vic.gov.au](http://www.education.vic.gov.au) *Early Childhood Children’s Services Act 1996*  
Children’s Services Regulations 2009  
For Working with Children Check - [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)  
NHRMC *Staying Healthy* 5<sup>th</sup> Edition

### Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: April 2022

Next Review Date: