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INDIVIDUAL PROCEDURES INCLUDED:	<p>4.1 Work Health Safety</p> <p>4.2 Child Protection</p> <p>4.3 Grievance Procedure</p> <p>4.4 Recruitment Process</p> <p>4.5 Nominated Supervisor and Responsible Person Procedures</p> <p>4.6 Onboarding Process</p> <p>4.7 Disciplinary Process</p> <p>4.8 Student Place and Volunteer Procedure</p> <p>4.9 Professional Practice and Development Procedure</p> <p>4.10 Staff Appraisal Procedure</p> <p>4.11 Employee Dress Code</p> <p>4.12 Employee Child Care Discount</p> <p>4.13 Early Completion of Trainees</p> <p>4.14 Educators Under 18 Years of Age</p>
OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> • Code of Conduct • Reporting Concerns for children Policy • Work Health and Safety Policy • Workplace Grievance Policy • Recruitment and selection Policy • Orientation Policy • Fair Treatment Policy • Leave Policy • Flexible Work Policy • Counselling and Disciplinary Policy • Student Placement and Volunteer Policy

4.1 Work Health Safety

Purpose

In accordance with the Diocesan Work, Health and Safety Policy, St Nicholas will aim to comply with all the obligations, but also ensure that specific Work Health and Safety practices for the St Nicholas environment are developed and maintained. St Nicholas will aim to ensure that management and staff co-operate so that the health, physical and mental well-being of all employees is promoted and not endangered by their work practices and that visitors to St Nicholas are not put at risk by unsafe conditions.

Scope

The procedure covers all operations of St Nicholas.

Responsibilities

As per the Diocesan Work, Health and Safety Policy all positions are responsible for the implementation of the DoMN policies and procedures for safety. Certain positions are allocated responsibilities under the policy.

Managers and staff of St Nicholas are responsible for identification of risks associated with specific activities and ensuring effective controls are in place to manage those risks.

Managers and staff are responsible for seeking specialist assistance from the Diocese to identify and assess risk and implement controls to manage those risks if they are unsure of the assessment of risks associated with an activity.

Step by Step

All Workers while at work, and irrespective of their position, shall:

- take reasonable care of their own safety and ensure that acts or omissions do not adversely affect the health and safety of others.
- comply with policies and procedures of the Dioceses of Maitland-Newcastle.
- report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the Workplace or plant used at work.
- attend and participate in any training or in-service seminars arranged by the Diocese of Maitland-Newcastle to support the objectives of this policy.
- engage openly in any consultation on WHS issues, share information, brought to their attention, and assist the Diocese of Maitland-Newcastle to meet its obligations under the Act.

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4.2 Child Protection

Purpose

The Diocese of Maitland-Newcastle and its agencies are committed to the protection of children and have established a specialist unit, The Office of Safeguarding, to provide child protection services, including investigations, to ensure all children are safe within all agencies.

This procedure provides direction to St Nicholas staff and other Mandatory reporters working in St Nicholas about making a report to the Department of Communities and Justice (DCJ) and The Office of Safeguarding regarding concerns for the safety, welfare or well-being of a child. This procedure needs to be read in conjunction with the Diocese Reporting Concerns for Children Policy.

Scope

The procedure provides details of the requirements of all persons employed at St Nicholas (paid or unpaid) for reporting any concerns for the well-being of children attending St Nicholas.

All St Nicholas staff are mandatory reporters. A Mandated Reporter must make a report to the Department of communities and Justice (DCJ) if the Mandated Reporter has a current concern that a child is at risk of harm and that concern arises in the Mandated Reporter's course of employment.

Responsibilities

The Director/Nominated Supervisor is responsible for recording, documenting, and ensuring all staff have completed:

1. Child Protection training as compliant with the Education and Care National Regulations CHCPRT001 (This is for all Early Education staff and Nominated Supervisors and responsible people in OOSH)
2. Office of Safeguarding training for all Diocesan employees.

The **Director/Nominated Supervisor** is responsible for notifying The Office of Safeguarding and their Area Service Manager of any issue relating to child protection.

The **Area Service Manager** is responsible to ensure that all reporting of child protection concerns is managed professionally and according to Diocese Child Protection protocol. The Area Service Manager is to ensure all staff are supported during this process.

All **staff** are responsible for the reporting of child protection concerns to the Director/Nominated Supervisor and complying with the *Reporting Concerns for children* policy.

Families are responsible for being aware of the St Nicholas policy and procedures for Child Protection and mandatory reporting.

Step by Step

All St Nicholas employees are mandatory reporters under *section 27 Children and Young Persons (Care and Protection) Act 1998*. If a mandatory reporter has reasonable grounds to suspect that a child is at ROSH, they have a duty to report their concerns to the

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Department of Communities and Justice (DCJ) in accordance with the advice from the ***ChildStory website Mandatory Reporter Guide***.

Anyone who reports their concerns for a child or vulnerable adult in good faith, will be supported by the Diocese and St Nicholas, even if the concerns are later shown to be groundless. The employee's supervisor must ensure that no adverse consequences occur to the employee, because of making such a report.

Dealing with an emergency ...

Ask yourself three questions to decide if you are dealing with an emergency situation:

1. Is someone seriously injured or in need of urgent medical help?
2. Is your life or property being threatened (by fire, flood or a man-made threat)?
3. Have you just witnessed a serious accident or crime?

If you answered "Yes" to any of the above questions you are dealing with an emergency situation. Stay calm and ring **000**

For detailed information on ringing 000 emergency services (Police, Fire, Ambulance):
www.triplezero.gov.au

I believe I have witnessed a crime ...

If you suspect you have witnessed a crime, or have been made aware of a crime, that doesn't warrant a 000 emergency call, you should still contact the local Police station. You can locate the local Police station online:

www.police.nsw.gov.au/about_us/regions_commands_districts/police_station_search

You may also contact the Police Assistance Line:

P: 131 444 (24 hours, 7 days a week)

I have concerns for a child ...

If you suspect on reasonable grounds that a child is at risk of significant harm, contact the FACS helpline:
 P: 132 111 (24 hours a day, 7 days per week)

When determining how serious your concerns for a child may be, always consider whether that child has any particular risk factors, including:

- age, the younger the more dependent
- physical disabilities, developmental delays or medical conditions
- social isolation
- culturally diverse background
- diverse sexuality and gender
- nobody looking out for the child they could depend on.

St Nicholas Employees are able to contact the Office of Safeguarding and receive advice and support

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on fulfilling their obligations under this policy during normal office hours (P. 4979 1390).

*Reference: 2018 National Quality Standard (NQS)
Education and Care Services National Regulations 2014
Reporting Concerns for Children Policy
Office of the Children’s Guardian
Young Persons (Care and Protection) Act 1998*

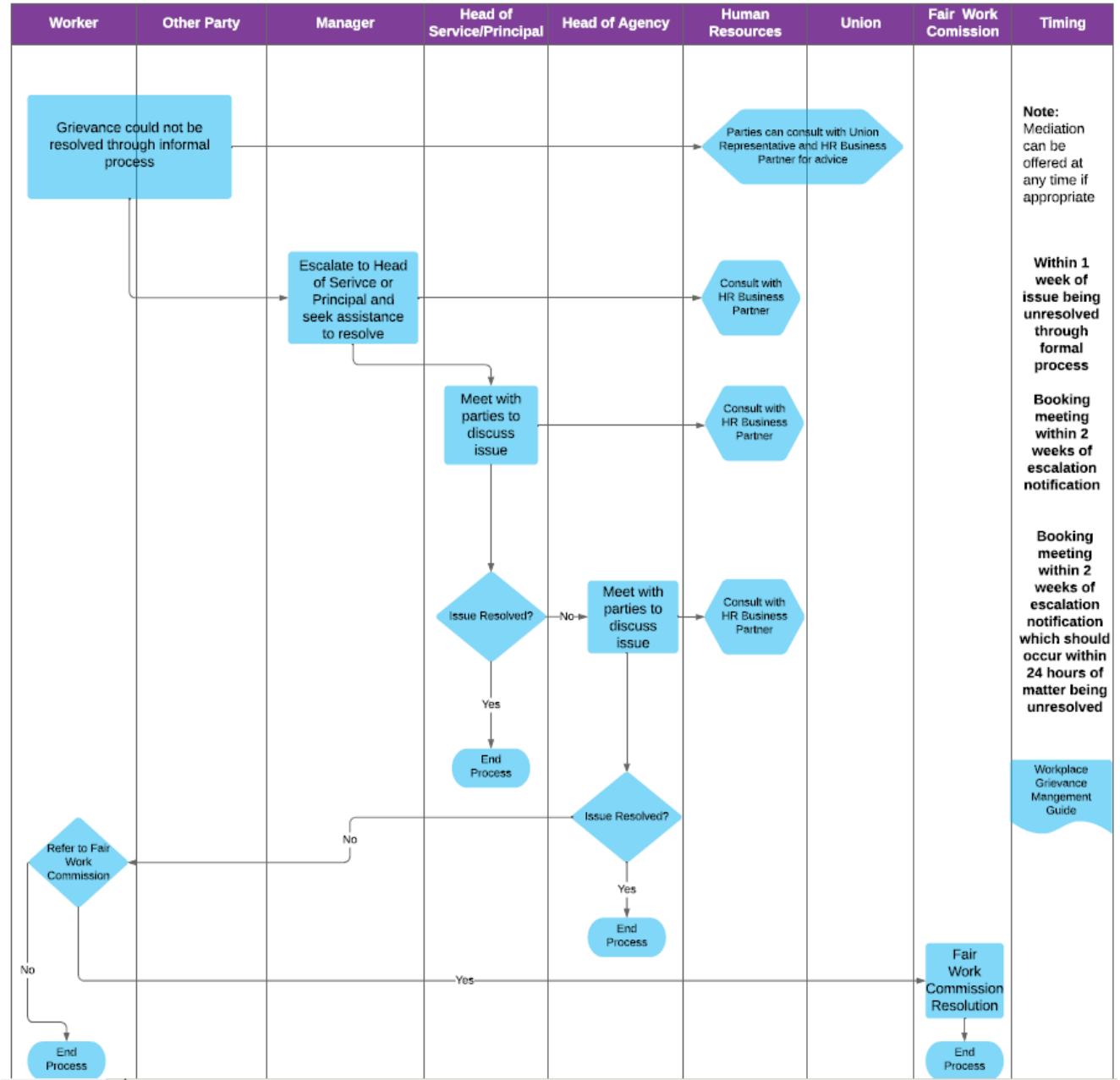
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4.3 Grievance Procedure



Workplace Grievance - Formal

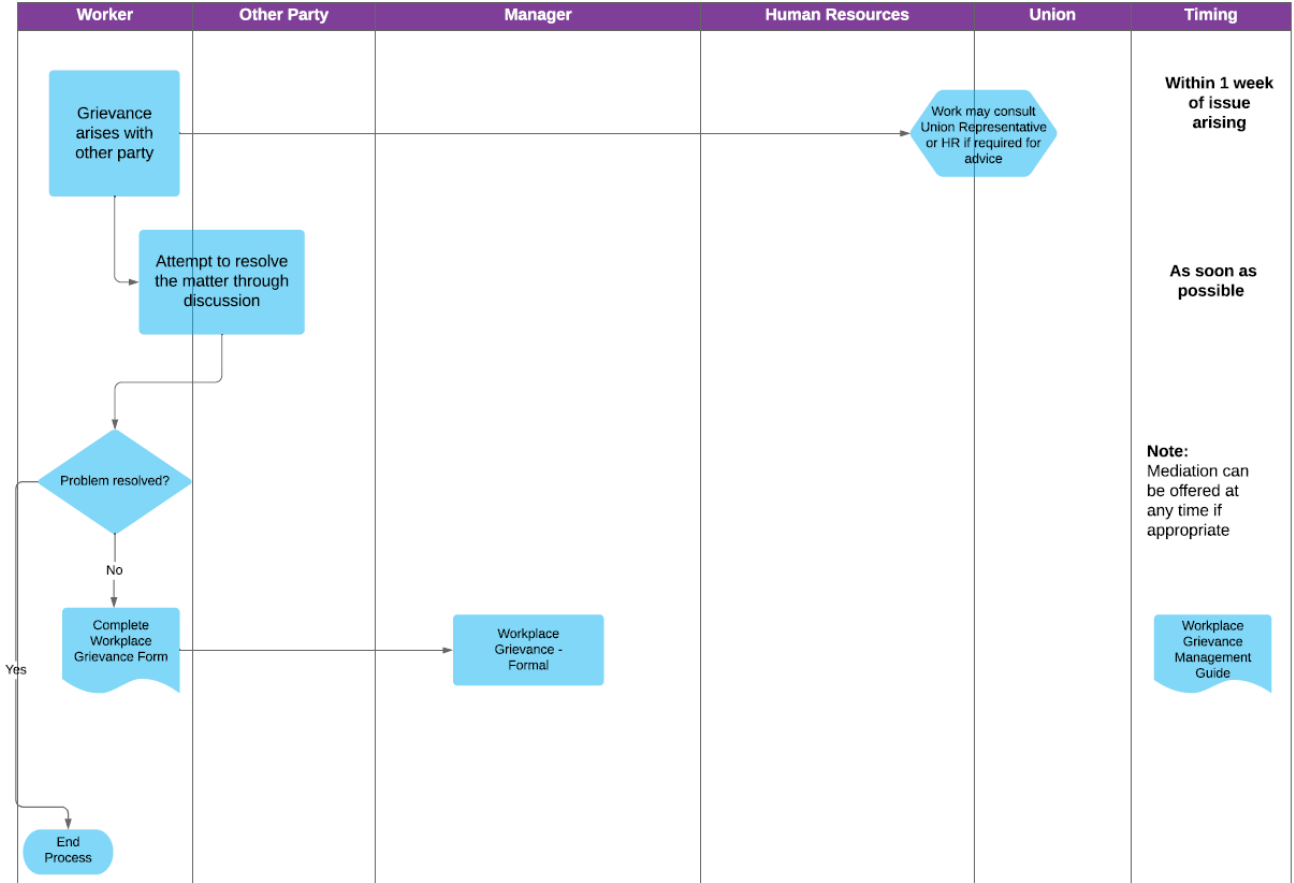
Objective: To resolve workplace issues where a worker believes they have been treated unfairly by the Catholic Diocese of Newcastle-Maitland or another worker regarding work related issues



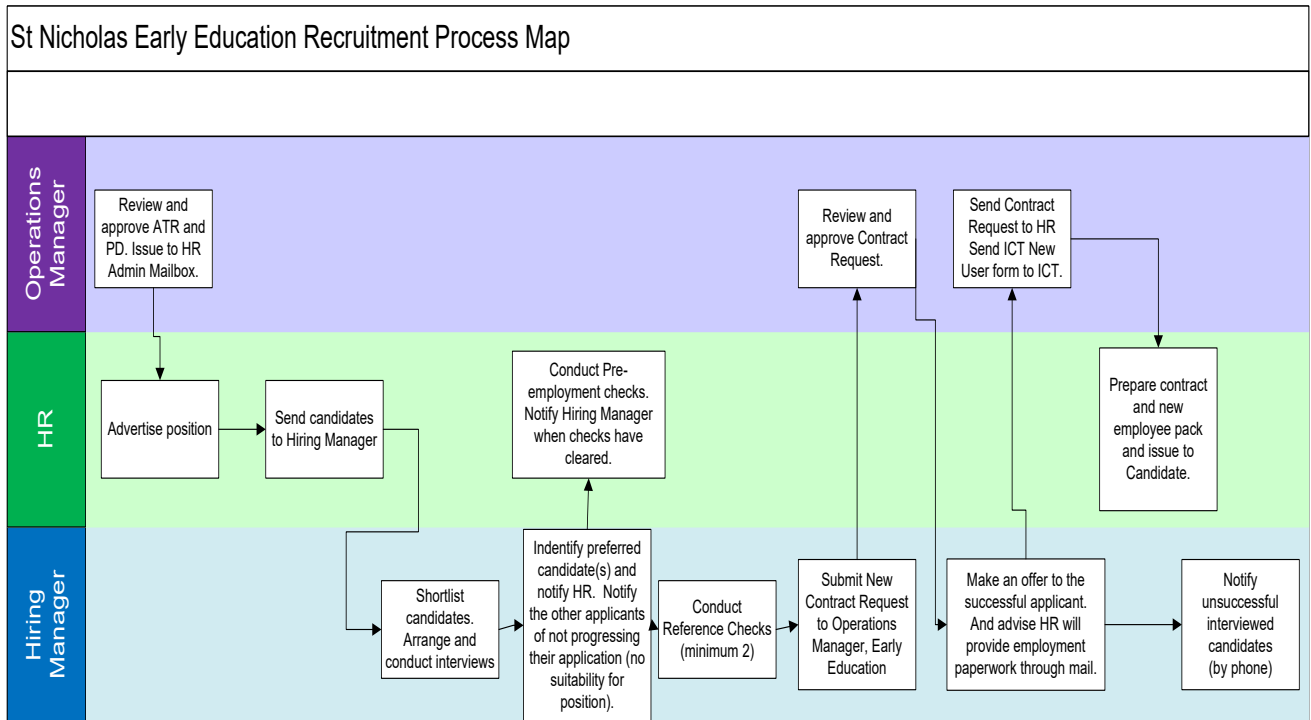


Workplace Grievance - Informal

Objective: To resolve workplace issues where a worker believes they have been treated unfairly by the Catholic Diocese of Newcastle-Maitland or another worker in the workplace regarding work related issues



4.4 Recruitment Process



4.5 Nominated Supervisor and Responsible Person Procedure

Purpose

- The trustees of the Roman Catholic Church for the Diocese of Maitland – Newcastle as the Approved Provider operates St Nicholas with an appointed Nominated Supervisor.
- The Nominated Supervisor does not have to be on the premises of the service at all times but does in their absence have to place a responsible person in charge.

Scope

- The procedure relates to the Responsible Person Policy and all operations within St Nicholas.

Responsibilities

Procedure involves Management, Directors and Educators

Step by Step

The Approved provider will:

- Appoint a Nominated Supervisor for each St Nicholas service through the St Nicholas Recruitment process
- Ensure that the appointed person is a suitable candidate to undertake the role of Nominated supervisor, taking into regard:
 - The person's history of compliance with the National Law and other relevant laws
 - Any decision under the law to refuse, suspend, refuse to renew, or cancel a license, approval, registration, certification or other authorisation granted to the person under the National Law and other relevant laws
 - The person's qualifications including the successful completion of Child Protection Training
 - The person's work experience in the Education and Care industry
 - The person's knowledge and understanding of the provision of education and care of children
 - The person's supervision and management abilities
- Ensure there is sufficient evidence gathered to support the Nominated Supervisors suitability for the position, including the completion of the Nominated Supervisor Suitability checklist.
- Ensure there is written evidence on the premises of the employee's consent to accept the role of Nominated Supervisor
- Ensure that the name of the Nominated Supervisor is displayed prominently at the service

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- Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor (Section 56, Regulation 35).
- Ensuring that, in the absence from the service premises of a Nominated Supervisor, the Responsible Person is placed in day-to-day charge of the service.
- Ensuring that the Nominated Supervisor and Responsible Person have a sound understanding of the role of Responsible Person.
- Notify the regulatory authority through the NQA IT System the appointment of a nominated supervisor within 7 days prior to them commencing in this role or if this is not possible within 14 days after the nominated supervisor has commenced the role.
- Notify the regulatory authority through the NQA IT System if the nominated supervisor:
 - Changes their name or contact details
 - Is no longer employed or engaged by the service
 - Has been removed from the role or
 - Withdraws their consent to the nomination

The Nominated Supervisor will:

- Provide written consent to accept the role of Nominated Supervisor, including completion of the Compliance History Statement.
- Ensure that, in their absence from the service premises, another Responsible Person is placed in day-to-day charge of the service.
- Ensure that when assessing employee's as suitable for the Role of Responsible Person they complete the Responsible Person Suitability Checklist.
- Ensure that the employee is a suitable candidate to undertake the role of Responsible Person, taking into regard:
 - The person's history of compliance with the National Law and other relevant laws
 - Any decision under the law to refuse, suspend, refuse to renew, or cancel a license, approval, registration, certification or other authorisation granted to the person under the National Law and other relevant laws
 - The person's qualifications including the successful completion of Child Protection Training
 - The person's work experience in the Education and Care industry
 - The person's knowledge and understanding of the provision of education and care of children
 - The person's supervision and management abilities
- Ensure that there is written evidence on the premises of the employee's consent to accept the role of responsible person.

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- Ensure they have a sound understanding of the role of Responsible Person.
- Ensure that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.
- Develop rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children.
- Notify the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings

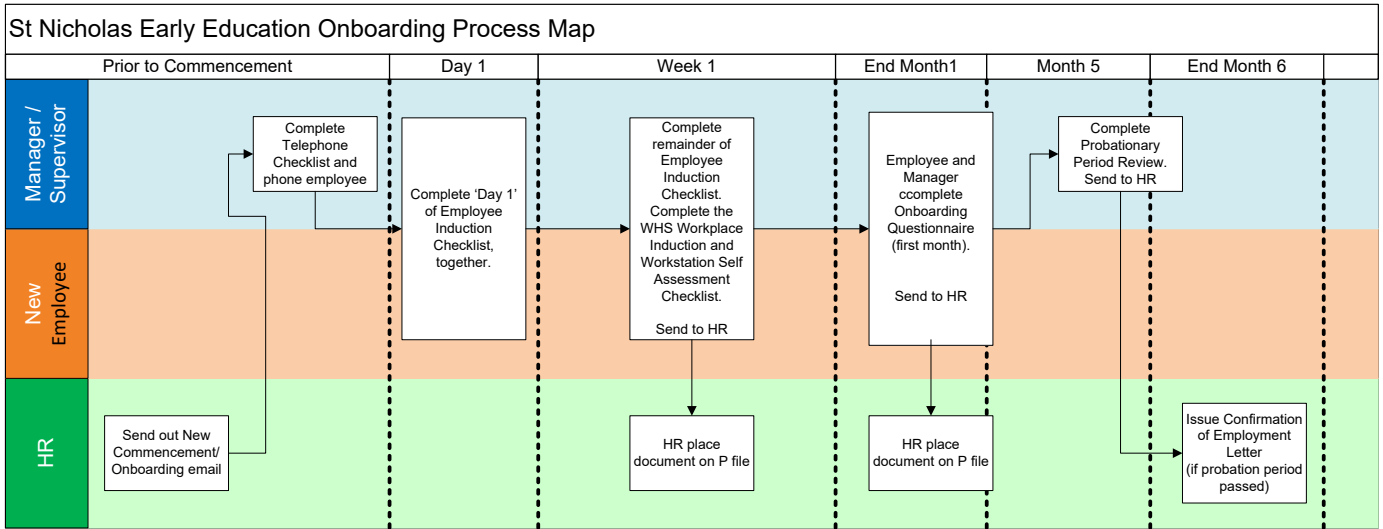
The Responsible Person will:

- Provide written consent to accept the role of Responsible Person, including completion of the Compliance History Statement.
- Ensure effective decisions are made in the absence of the Director/Nominated Supervisor.
- Ensure all Centre policies and procedures are followed by all staff at all times.
- Ensure the Centre upholds all childcare regulations at all times
- Ensure they are available to discuss parent concerns/grievances in the absence of the Director/Nominated Supervisor.
- Ensure the Centre is adequately staffed, safe and devoid of any safety hazards upon opening of the Centre.
- Ensure that all children have been collected by parents and have left the Centre upon closing of the Centre.
- Ensure the correct procedures are followed for any children not collected by closing time.
- Ensure the correct procedure is followed regarding Serious accident/incident notifications

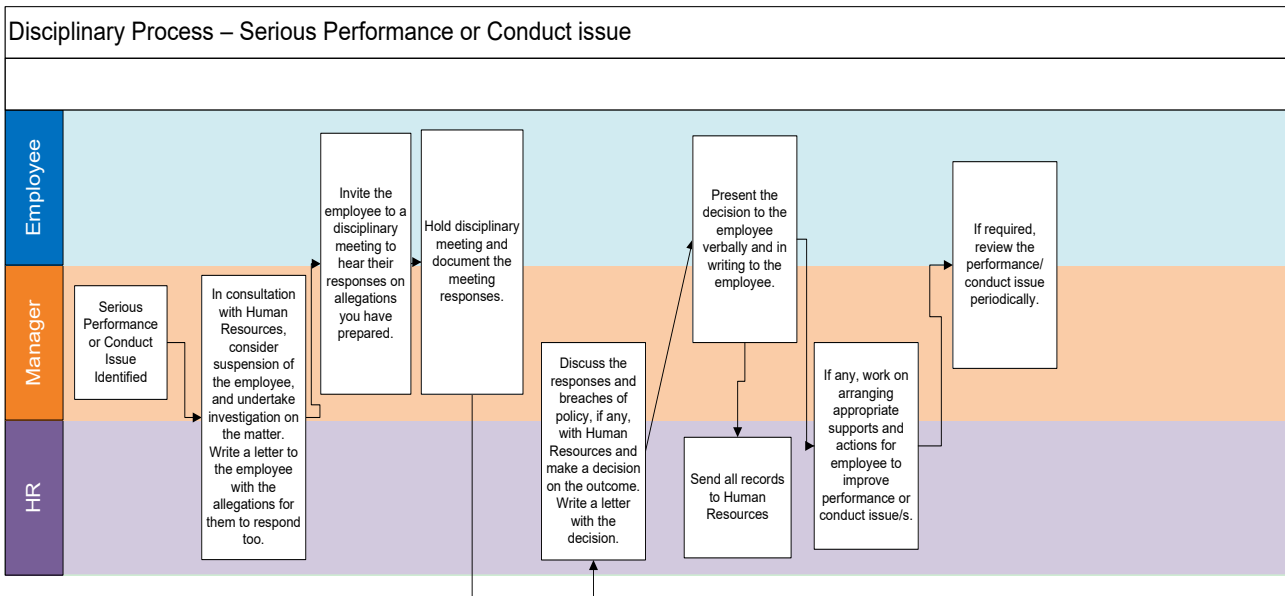
References: *2018 National Quality Standard (NQS)*
Education and Care Services National Regulations 2014
National Quality Agenda Review: Responsible Person requirements for approved providers (30th August 2017)

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4.6 On boarding Process



4.7 Disciplinary Process



4.8 Student Placement and Volunteer Procedure

Purpose

St Nicholas will ensure the health and safety of the children while students and volunteers are working within the Centres whilst benefiting all stakeholders.

Scope

Applies to all employees, volunteers and/or other persons conducting services for St Nicholas.

Responsibilities

The Centre Director/Nominated Supervisor will approve all student and volunteer placements and coordinate their involvement in the workplace.

The Area Service Manager will ensure agreed procedures are being followed.

Step by Step

Student Placement

Students are welcome at St Nicholas. It is the Director/Nominated Supervisor's responsibility to ensure that all students are suitable and can be adequately supervised by a trained staff member at the time of requested work placement.

The following procedure is to be followed for Student placement:

1. When you have an enquiry for student placement the Director/Nominated Supervisor is to meet with student and assess suitability for placement.
2. Once suitability is determined the Director/Nominated Supervisor is to give student the information package, that includes;
 1. Catholic Diocese Student Placement Handbook
 2. St Nicholas Student/Volunteer Handbook
3. The student needs to return the completed Diocese handbook a minimum of **3 weeks** prior to start of placement. This paperwork must be accompanied by;
 1. **A copy of the school/institution student insurance information**
4. The completed handbook and Certificate of insurance are then sent hrbp@mn.catholic.org.au a minimum of **2 weeks** prior to commencement of placement.
5. The HRBP Team will process all documents and any relevant clearances required and will then send an email to the Director/Nominated Supervisor confirming student placement can commence. Once this is received the Director/Nominated Supervisor can make contact with the student and organise a suitable time for an orientation visit.
6. At orientation Director/Nominated Supervisors are to complete both the:
 1. WH&S Level 2 Induction Checklist (at end of student handbook) and,
 2. The St Nicholas Orientation Checklist
7. The WH&S Level 2 induction Checklist is to be emailed to hrpt@mn.catholic.org.au within 1 week of student commencement.

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Volunteers

- The Director/Nominated Supervisor is to meet with person requesting volunteer work and assess suitability for such work by completing the Volunteer Interview form. The Director/ Nominated Supervisor must ensure that the volunteer work is:
 - of benefit to the centre and the volunteer;
 - of the volunteers own free will and without coercion;
 - for no financial payment,
- Once suitability is determined the Director/ Nominated Supervisor is to give the volunteer an information package, that includes the following documents;
 - Diocese Volunteer Induction Handbook
 - Student/Volunteer Handbook
 - Volunteer information sheet
 - Volunteer registration form
 - Volunteer/Contractor Privacy Collection Notice
 - Photography/Video Permission Form
 - Informed consent form
 - Confidentiality agreement
 - Code of conduct policy
- The volunteer needs to return all this paperwork completed, a **MINIMUM** of **2 weeks** prior to start of work. This paperwork must be accompanied by;
 - A Volunteer WWCC number
 - Copy of 100 points of identification (originals to be sighted and signed by Directors)
- After all paperwork is received Director/ Nominated Supervisor is to complete the Volunteer Duties form and scan and send to the Diocesan Volunteer Coordinator Brodie.clark@mn.catholic.org.au All original paperwork must be filed in a secure location.
- Once all checks are completed the Diocesan Volunteer Coordinator will email Director/ Nominated Supervisor and notify them of the status of volunteer and their approval to commence volunteer work . If all clearances are completed the Director/ Nominated Supervisor can then make contact with the volunteer and organize a suitable time for orientation visit.
- At orientation Directors Nominated Supervisors are to complete the Orientation Checklist for Volunteers, which includes the Diocesan Volunteer Induction Handbook. This is to be signed by volunteer and Director/ Nominated Supervisor. It is then scanned and sent to the Diocesan Volunteer Coordinator as above.
- Director/ Nominated Supervisor is to then pass on all relevant information to the volunteers supervisor.
- At either the completion of volunteer work or once a month (if work ongoing) the Director and/or supervisor are to complete the Volunteer Evaluation Form. It is the Director's/ Nominated Supervisors responsibility to ensure that both the Volunteer and the Centre are still benefiting from this work.

General

- It is the responsibility of the student or volunteers to phone the Director/ Nominated Supervisor if they are unable to attend on any of the pre-arranged days due to illness etc.

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- The time of work will be negotiated with the Centre Director/ Nominated Supervisor, depending on the needs of the student or volunteer and St Nicholas operations.
- Families will be provided with written notification of any students or volunteers engaged at St Nicholas.
- Students and volunteers are required to sign the attendance register each morning and sign out each afternoon, recording accurate times for being in St Nicholas. This record will be monitored by the Centre Director/ Nominated Supervisor.
- Students and volunteers must provide a profile of themselves, including a picture, to be placed in the entry area of St Nicholas.
- Students and volunteers must orientate themselves with the St Nicholas policies and procedures prior to beginning their placement. They will receive a copy of the student/volunteer handbook.
- Students and volunteers must bring their own morning tea and lunch. The food brought must comply with St Nicholas's nutrition policy and contain no nut products. Tea, coffee and water will be provided.
- Students and volunteers must provide a hat for outdoor time.
- Students and volunteers will be supervised by St Nicholas staff at all times and will not be left with a group of children unattended. One staff member will be allocated to work directly with and support the student/volunteer including providing an orientation initially.
- Students and volunteers are expected to be actively involved in the activities offered at St Nicholas and are expected to engage in the service.
- Students and volunteers must act in a professional manner.
- The Director/ Nominated Supervisor will inform students and volunteers of the appropriate clothing and footwear requirements in accordance with WHS legislation and St Nicholas policy.
- Students and Visitors are not to perform the following tasks:
 - No picking up children
 - No getting children food or drink unless instructed to by staff
 - Not to be in a room on own with children EG if a child needs help in bathroom please alert a staff member
 - Only allowed to change a nappy if it is part of course requirements and you are directly supervised by a staff member
 - Not to discipline children, please alert staff if you see a conflict arising
 - Not to discuss children with parents, please direct parents to a staff member if they have any questions about their child

Other Visitors

The Centre Director/ Nominated Supervisor is to ensure that all other visitors to St Nicholas centres hold a current NSW Working with Children Check or equivalent. This includes the following volunteers and/or other persons:

- Diocesan employees who attend St Nicholas, including shared services.
- Contractors who attend St Nicholas, for the purpose of seeking promotional material, including photos and video documentation
- Outside agencies that are working directly with families and children on the premises of St Nicholas, including but not limited to Speech Therapists and Occupational therapist.

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- Visiting companies providing incursion and entertainment events for the children of St Nicholas
- Contractors who have direct contact with the Children

References: *2018 National Quality Standard (NQS)*
Education and Care Services National Regulations 2014
NSW Office of the Children's Guardian

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4.9 Professional Practice and Development Procedure

Purpose

St Nicholas will ensure that staff and educators have access to professional development opportunities to support greater efficiency in the operation of our services.

Scope

Applies to all educators, staff and management of St Nicholas.

Responsibilities

The Procedure involves Managers, Directors and Educators.

Step by Step

Management will ensure:

- A budgeted amount is available to provide relevant training to educators and staff
- Nominated Supervisors undertake professional development in accordance with National Regulations and individual professional development plans
- Mentoring programs and management support networks are implemented to ensure guidance and inspiration
- Regular Director Meetings, Nominated Supervisor meetings and Educational Leader Meetings are held to ensure collaboration and support between centres.
- Educators are supported to attend professional development by committing time and resources in order to develop new skills and knowledge.

The Nominated Supervisor will:

- Maintain valid and updated Child Protection training to maintain skills and knowledge as required by National Regulations and best practice.
- Hold a current first aid, asthma and anaphylaxis qualification at all times.
- Attend a minimum of 2 professional development courses over a 12 month period.
- Ensure the centre roster supports at least one educator who holds a recognized current first aid, asthma and anaphylaxis qualification and Child Protection qualification is always on the premises.
- Maintain a record of all professional development completed by educators and staff.
- Provide a variety of professional development opportunities for educators and staff including; team meetings and discussions, in-house training, networking, conferences, webinars and current research and readings.
- Be a positive role model for Educators and staff
- Ensure effective collaboration occurs with the Educational Leader to identify the training needs across the centre and source appropriate training and mentoring for educators

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- Ensure strategies are implemented by Educators to make practical use of the information gained from professional development.
- Ensure all educators are involved in the implementation and maintenance of an annual Professional Development Plan through the staff appraisal procedure

Educators will:

- Keep up to date with Child Protection training ensuring currency and compliance
- Hold a current first aid, asthma, and anaphylaxis qualification at all times
- Attend a minimum of 2 professional development courses over a 12-month period.
- Seek assistance from the Educational Leader regarding appropriate training and development
- Ensure they participate in the formation, implementation, and review of an annual Professional Development Plan through the staff appraisal procedure
- Monitor and document their own record of professional development showing their commitment to reflective practice
- Present their newly acquired skills and knowledge during staff meetings to share information gained with colleagues.

Early Childhood Teachers will:

- Maintain awareness of the NESA mandatory requirements to maintain their accreditation.
- Maintain their accreditation at their accreditation level by ongoing self-evaluation against the Australian Professional Standards for Teachers (APST) and by understanding and completing the continuing professional development requirements.
- Complete at least 100 hours of Professional Development during each maintenance period
- Identify through the Professional Development plan and staff appraisal process professional development that ensures their practice continues to meet all of the Standards for the relevant accreditation level.
- Maintain accreditation within the given timeframe and submitting maintenance of accreditation documentation to the TAA no later than three months prior to the due date.
- Keep personal and employment details up to date and accurate on their NESA account.
- Pay the annual accreditation fee within the period of the payment terms.
- Hold a current NSW Working with Children Check clearance.
- Be a positive role model and mentor for educators and staff

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4.10 Staff Appraisal Procedure

Purpose

St Nicholas will ensure that staff and educators engage in a professional staff appraisal process that encourages workplace performance, continuing professional development and formation, implementation and review of professional short term and long-term goals.

Scope

Applies to all educators, staff, and management of St Nicholas.

Responsibilities

The Procedure involves Managers, Directors and Educators.

Step by Step

The St Nicholas Appraisal Procedure aims to:

- Provide opportunities for educators and staff to assess their own work performance against written performance criteria linked to their job description
- Give educators and staff feedback about their performance, their skills, and their strengths
- Recognise and appreciate specific contributions made by an educator or staff member
- Be a motivating experience that encourages team members to do their best and further develop their skills
- Identify specific training and development that relates to the service and will be of benefit to the staff member
- Look at each educator and staff members current and future career goals
- Raise areas of identified development and plan strategies to support educators and staff to reach the required standards

The St Nicholas Staff Appraisal procedure consists of 3 phases over a 12-month period:

1. Initial formation of Professional Development Plan and initial evaluation of employee work performance. This phase is held between February and April each year.
2. Phase 2 consists of a review of the employees Professional Development Plan. This phase is completed between June and July each year.
3. Phase 3 is the final review of the employee's professional development plan and employee work performance. This phase is completed in October and November each year.

Management will:

- Ensure staff appraisal tools and formats are up to date and reflect current position descriptions
- Participate in the appraisal process for all senior positions (Directors, Educational Leaders and Assistant Directors).
- Provide support and strategies to senior positions to achieve success with their professional development plan

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- Support centre Directors/Nominated Supervisors to effectively complete the staff appraisal process with remaining educators and staff.

Nominated Supervisor will:

- Complete the appraisal process for all Educators and staff including senior positions (Educational Leader and Assistant Director) with management assistance.
- Provide support and strategies to educators and staff to achieve success with their professional development plan
- Provide access to Professional Development training that supports educators and staffs' professional development plan
- Meet with all educators and staff individually to discuss their staff appraisal ensuring that adequate notification time periods are provided
- Ensure effective collaboration occurs with the Educational Leader to identify specific training needs of educators and staff

Educators will:

- Critically reflect on their own work performance in order to evaluate if their work performance meets the required standards and expectations of their role
- Ensure their staff appraisal self-assessment is completed in the allocated time frame
- Monitor, document and reflect on personal goals established in Professional Development plan
- Seek additional assistance and support from management or Colleagues if required.

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4.11 Employee Dress Code

- Employees are to wear a St Nicholas shirt that is provided to them. Full Time employees are provided with three (3) shirts, Part Time and Casual employees are provided with an allocation according to their frequency of shifts.
- Employees are required to provide their own black shorts/skirt/trousers, at their cost (no jeans or tights are to be worn).
- Shorts and skirts to be minimum of knee length
- Clothing and footwear is to be neat and well maintained at all times and not be transparent or revealing.
- Employees are to wear appropriate footwear, according to the duties they undertake within the centre. Employees are to wear fully enclosed black shoes that are comfortable for their role. Shoes are to be worn at all times in the outdoor environment, except in the sandpit. It is acceptable for shoes to be off inside at the appropriate times, while interacting with the children. However, shoes must be worn at all times in the bathrooms, kitchen areas, and whilst travelling through the centre from room to room.
- Employees are to wear hats in all areas of the outdoor environment and adhere to St Nicholas's Sun Safety Policy, including the wearing of sunscreen.
- Employees are to wear minimal jewelry. No dangly earrings to be worn in the nursery.
- Facial piercings must be removed during work periods by employees, for their own safety.
- Employees are to attempt to cover all tattoos, where possible. Offensive or inappropriate tattoos must be covered at all times, at the employee's expense.
- When the centre has casual days to support fundraising initiatives, employees should use their own discretion taking into account dress requirements.
- Personal hygiene is an integral part of projecting a professional image. Poor personal hygiene is evident through noticeable body odor, bad breath, dirty hair, dirty clothes, or failure to follow appropriate hand washing procedures.
- St Nicholas Jackets are available for purchase at employee's expense.

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4.12 Employee Child Care Discount

Permanent employees of St Nicholas will be entitled to an employee discount when their children are enrolled in a St Nicholas Early Education Centre or St Nicholas OOSH Service.

Permanent employees includes both full time and part time staff on a permanent employment contract. The employee discount does not apply to casual staff members.

For employees that hold an early childhood education and care qualification and are working in an early education Centre or OOSH service, the discount will be 15% on the gap/private fee per child. For all other employees the discount will be 15% on the full fee rate per child. The benefit to employees is the same in both circumstances.

The employee discount will be ceased when the employment contract is terminated by either party.

Centre Directors and Nominated Supervisors are responsible for ensuring that billing is informed when an employee discount needs to be applied or ceased.

Billing is responsible for ensuring discounts are applied or ceased to applicable employee accounts.

Employees are responsible for ensuring their childcare fee accounts are kept up to date in line with St Nicholas Fee Policy.

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4.13 Early Completion of Trainees

Purpose

To ensure the competence, skills, and knowledge development of all trainees within St Nicholas. This procedure allows individual consideration of each trainee, their study component and the impact within St Nicholas Business Model.

Step by Step

Trainee Early completions are not automatically considered at St Nicholas. In considering a trainee for early completion the following requirements need to be met:

- The trainee must have completed a minimum of 14 months of the 18-month traineeship (9 months of the 12-month traineeship)
- The trainee must demonstrate competency in the skills and knowledge required for the qualification and in their job role.
-

Early completion after the 14-month (or 9-month) timeframe can be considered if:

- A trainee places a request in writing to their Director/Nominated Supervisor and St Nicholas Management, or
- St Nicholas Management deem it critical for the needs of the business

Once Early Completion is approved by St Nicholas Management the following steps will be taken:

1. The Trainee, Centre Director, Trainer and Assessor and St Nicholas Pathways Business Manager will be notified by St Nicholas Management
2. The Trainer and Assessor and Centre Director/Nominated Supervisor will establish a plan for the individual Trainee with an agreed completion date. This plan may include additional tasks or goals to demonstrate competence in the role.
3. Centre Director/Nominated Supervisor to inform St Nicholas Management and Pathways Business Manager of the plan and completion date.
4. Trainer and Assessor will notify the RTO of the plan.
5. Upon completion and Qualification issued an Early Completion form must be completed and lodged through MEGT and Training Services.
6. Upon completion the Centre Director/Nominated Supervisor must also submit a Cessation of Employment record indicating the Trainee's last day in current role.

If Early completion not approved:

1. The Trainer and Assessor should work with the Trainee to slow down the submission of assessments or work on a plan in collaboration with the Centre Director/Nominated Supervisor to establish further goals and additional task for the Trainee to complete
2. The Trainee will continue to work towards the completion of Certificate in the original agreed 12-month time frame.

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Process for applying for further employment with St Nicholas Early Education.

Any trainee's wishing to apply for further roles with St Nicholas Early Education must follow the St Nicholas recruitment process through MNpeople.

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4.14 Educators Under 18 Years of Age (Early Education) SBAT only for OOSH services)

Purpose

To ensure the safety and wellbeing of children and staff at all St Nicholas centres.

Step by Step

- St Nicholas will consider the opportunity for Educators under 18 years of age (must be 16 years of age), provided that the roster and staffing of the room allows for adequate supervision of the Educator under 18 years of age, for the following positions:
 - Certificate III Educator
 - Trainee Certificate III Educator
 - School Based Trainee Certificate III Educator (may be under 16 with DoE approval) – can also work in OOSH services
- All applicants must follow the St Nicholas recruitment procedure including.
 - Interview
 - Reference check
 - Pre-employment- including a Criminal History Check
- All Educators under 18 years of age will need to complete a WWCC exemption form as part of the pre-employment process. However, at the age of 17 years and 9 months Educators must apply for a Paid employment WWCC and provide details to their Director **a minimum of 4 weeks before they turn 18.**
- The Centre Director is responsible for ensuring that a WWCC clearance is received before an educator turns 18.
- The Centre Director must receive approval from their Area Service Manager.
- Educators under 18 years of age may be included in staffing ratios.
- As per Regulation 120 (b) any educators under 18 years of age must be adequately supervised at all times by an educator who has attained the age of 18 years. Directors will be responsible for ensuring:
 - They organize the staffing roster in order to ensure that educators that are under 18 years of age are rostered on a middle shift. A middle shift allows enough staff to provide adequate supervision at all times. The middle shift spans between the hours of 8.00am to 5.00pm.
 - That all staff, including casuals, are advised of any new Educators Under 18 who are employed, their commencement date, and the required supervision responsibilities and sign the Under 18 Educator acknowledgment form.
 - Educators Under 18 years of Age complete the staff ratio sheet, in their allocated room, which is indicated in the red section, which highlights to other staff members that they are under 18 years of age.
- Educators that are under 18 years of age are not permitted to apply first aid or administer medication which also includes, witnessing the administration of medication. Once an

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Educator turns 18 years old and has a valid first aid certificate, they will be able to apply first aid and administer medication

- Educators over the age of 18 years will be responsible for providing adequate supervision and support to educators under the age of 18 where required.

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