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<b>Signature:</b> 	
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<b>Related Legislation and Documents:</b>  Education and Care Services National Law Act 2010, No. 69 of 2010, Authorised Version incorporating amendments as at 30 March 2022  <i>Recruitment and Employment policy</i>  <i>Code of Conduct</i>	
<b>Additional Information:</b>  This policy meets the requirements for After School Care and Preschool registration.  This policy should be read alongside the MSSA Recruitment and Employment Policy.	

**Document history:**

<b>Version</b>	<b>Date</b>	<b>Nature of Amendment</b>
1	13/6/22	New Policy
2	10/12/23	Reviewed to include Preschool

## ASC AND PRESCHOOL Staffing

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### DEFINITIONS AND ABBREVIATIONS

**MSSA:** Milkwood Steiner School Association

**NQS:** National Quality Standard (ACECQA)

**ACECQA – Australian Children’s Education and Care Quality Authority :** The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

**Australian Professional Standards for Teachers:** The Standards are a public statement of what constitutes teacher quality. They provide a framework which makes clear the knowledge, practice and professional engagement required across teachers’ careers. They also inform the development of professional learning goals, provide a framework by which teachers can judge the success of their learning and assist self-reflection and self-assessment.

**Code of conduct** the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.

**Professional standards:** Professional standards guide practice, interactions and relationships. The standards inform educators and staff of their responsibilities in relation to one another and to the children and their families.

### PURPOSE

Milkwood Steiner School’s After School Care and Preschool programs provide safe, friendly and encouraging environments for all children. We pride ourselves on our pedagogical approach to a play-based After School Care service with the belief that all children deserve to feel at ease after an academic school day. Our Preschool is part of Milkwood’s rich Steiner Kindergarten program.

This policy is for considerations of staffing requirements in Milkwood Steiner School’s After School Care and Preschool services.

### POLICY STATEMENT

Milkwood Steiner School is committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements.

Quality Area 4 of the National Quality Standard has two standards that focus on staffing arrangements. The Guide to the National Quality Framework (Quality Area 4) notes that, ‘These standards are crucial to delivering quality outcomes for children under the National Quality Framework because:

- professional and collaborative relationships between management, educators and staff support continuous improvement, leading to improved learning experiences and outcomes for children

- careful organisation of staff contributes to the continuous support of each child’s learning and development in an effectively supervised environment
- professional standards set quality benchmarks for educators’ practice and relationships.’

A service’s policy and procedures about staffing can help promote an environment in which children are provided with optimal quality education and care, and educators, staff, nominated supervisors, co-ordinators, volunteers and students receive professional and wellbeing support.

Staffing principles:

- We prioritise the health, safety and wellbeing of children. With quality practices for staffing arrangements, we ensure that our educators, staff, volunteers and students safeguard the children at all times.
- Our educators, staff, volunteers and students are guided by a high level of professional standards. We provide position descriptions for our staff as well as training in, and regular reflections on, our code of conduct, Early Childhood Australia’s (ECA) Code of Ethics, and any relevant standards related to their qualifications (eg. the Australian Professional Standards for Teachers).
- We are committed to good governance and quality management. Our Responsible Person is appointed in line with regulatory requirements and ensures that the service is effectively supervised and managed.
- We value the important role of volunteers and students on practicum placements. They are provided with the necessary training and support to ensure they are familiar with our policies and procedures.

**The Approved Provider** of Milkwood Steiner School’s After School Care Service is the MSSA (the Board).

**The Nominated Supervisor** must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:

- educational programs (section 168)
- supervision and safety of children (sections 165–167)
- entry to and exit from the premises (section 170; regulation 99)
- nutrition and food and beverages (regulations 77–80)
- administration of medication (regulations 93–96)
- drugs and alcohol (regulations 82–83)
- sleep and rest (regulations 81)
- excursions (regulations 100–102)
- transportation (regulations 102B–102D)
- staffing ratios and qualifications (regulations 123–128).

The Nominated Supervisor may be the Principal, or another suitably qualified staff member.

**The Responsible Person is:**

- the approved provider or a person with management or control
- a nominated supervisor
- a person in day-to-day charge of the service.

The approved provider is responsible for assessing a person’s suitability as responsible person.

The Responsible Person in After School Care is the After School Care Coordinator.

The Responsible Person in Preschool is the Preschool Teacher (Kindergarten Teacher).