

ELIZABETH CHIFLEY PRESBYTERIAN PRESCHOOL

Preschool Governance & Staffing Policy

Application

Effective date	Review Date
Feb 2017	Feb 2018

Other relevant policies

Confidentiality of Records

Staffing Policy

Code of Conduct

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1 APPLICATION

The following policy applies to Elizabeth Chifley Presbyterian Preschool [ECPP].

2 PURPOSE

This ECPP Governance Policy aims to provide clear information regarding the management structures of ECPP for all families, staff and stakeholders.

3 POLICY STATEMENT

The governance system and processes of ECPP have been established in order to ensure ECPP has effective management, direction, supervision and accountability.

Presbyterian Social Services is a department of the Presbyterian Church of Australia in NSW (PCNSW). PSS has oversight of all children's services that operate within PCNSW Early Childhood Services. ECPP is one such children's service.

PSS is the Approved Provider for ECPP and as such has direct management responsibilities for ECPP. PSS will take a strategic and philosophical role in the governance of ECPP rather than day-to-day management.

The local Preschool Committee appoints the Nominated Supervisor, who is the approved and suitably qualified person in charge of the daily operation of ECPP. The Committee will seek the input of PSS as the Approved Provider. The Nominated Supervisor is the designated Person Responsible for the preschool when he/she is on the premises.

Governance information, such as the identification of the Approved Provider, Nominated Supervisor and person responsible is to be clearly displayed in the preschool and updated with current information.

The laws relevant to Provider Approval are the *Children (Education and Care Services) National Law 2013* (NSW) and the Education and Care Services National Regulations.

PSS employs a Manager, Children's Services Support and Compliance to oversee the fulfilment of PSS Approved Provider obligations and facilitate communication between PSS and education and care services.

PSS operates ECPP as a not-for-profit preschool. All education and care services operated through PCNSW will have a focus on compassion, affordability, safety and a commitment to excellence in service.

3.1 Definitions

Approved Provider refers to a person or entity that holds a Provider Approval granted under the *Children (Education and Care Services) National Law 2013* (NSW).

Service Approval refers to the authorisation of an Approved Provider to operate a specific education and care service.

Nominated Supervisor refers to the person with the responsibility for the daily operation of an approved education and care service. A Nominated Supervisor is required to hold a Supervisor Certificate.

Educational Leader refers to a suitably qualified and experienced educator who is appointed to lead the development and implementation of education programs in the service. All preschools are required to have an Educational Leader.

Responsible Person refers to the person placed in charge of the service whilst it is in operation. A responsible person is required to be present at all times the preschool is in operation. The Responsible Person may be the Approved Provider, Nominated Supervisor, or a Certified Supervisor.

4 RESPONSIBILITIES

4.1 Presbyterian Social Services

PSS is responsible to fulfil all obligations and responsibilities under the Law and Regulations as Approved Provider to ECPP.

PSS is responsible to hold a Service Approval and be authorised to operate ECPP. PSS and The Committee appoint a suitable Nominated Supervisor.

PSS is responsible to provide the guidance and resources required for ECPP to fulfil all obligations under the National Quality Framework (NQF).

PSS is responsible to ensure that ECPP has a prepared Quality Improvement Plan.

PSS is responsible to inform the Department of Education and Communities whenever a new Nominated Supervisor is appointed.

PSS is responsible to ensure as much as is reasonably practical, that the Nominated Supervisor, Educators and volunteers follow all ECPP policy and procedure.

4.2 Nominated Supervisor

The Nominated Supervisor is responsible to ensure the daily operation of ECPP complies with all current policies and procedures.

The Nominated Supervisor is required to be the Person Responsible whenever he/she is present at ECPP.

The Nominated Supervisor is required to ensure a Person Responsible is appointed should the Nominated Supervisor not be present.

The Nominated Supervisor is responsible to manage and oversee all ECPP employees and volunteers.

4.3 Educators

Educators are responsible to read and comply with all ECPP policy and procedure.

5 APPROVED PROVIDER

Under the NQF all education and care services are required to have an Approved Provider and a Service Approval. PSS is the Approved Provider for ECPP.

PSS as the Approved Provider is responsible to pay the annual fee for Service Approval. Following payment PSS will bill ECPP for this amount.

PSS will ensure all obligations under the NQF are fulfilled, including:

- Ratio of staff to child is appropriate;
- Staff qualifications are satisfied;
- A Nominated Supervisor is appointed and the Department of Education and Communities is notified;
- A responsible person is present whenever ECPP is in operation;
- An Educational Leader is nominated;
- A Quality Improvement Plan is in place and
- All other legal and regulatory requirements are fulfilled

5.1 Other PSS roles and responsibilities

PSS will focus on strategic issues and direction, and other issues associated with furthering the purposes of Presbyterian Early Childhood Services.

PSS is responsible to support the Preschool Committee in ensuring ECPP policies and procedures remain up to date with current legislation and regulations.

6 MANAGER, CHILDRENS SERVICES SUPPORT AND COMPLIANCE

PSS employs a Manager, Children's Services Support and Compliance. The role of this Manager is to represent PSS and ensure PSS is fulfilling all requirements as an Approved Provider.

The Manager will be the direct contact person for the ECPP Nominated Supervisor.

The Manager will facilitate support, communication and resources to ensure services operated within PCNSW provide excellence in education and care.

7 NOMINATED SUPERVISOR

The Nominated Supervisor is responsible for the day-to-day operation and management of ECPP. All ECPP Educators, Administration staff, and volunteers are under the supervision and management of the Nominated Supervisor.

The Nominated Supervisor is required to have a Supervisor Certificate.

The Nominated Supervisor is responsible to ensure all obligations under the *Children [Education and Care Services] National Law 2013* (NSW) are fulfilled, including but not limited to:

- All children are adequately supervised at all times;
- No child is subjected to unreasonable or unlawful discipline;
- All reasonable effort is taken to protect children from harm and from any hazard likely to cause injury;
- A program is developed and administered that follows the Early Years Learning Framework, is based on developmental needs, interests and experiences of each child;
- Staffing ratios and qualifications meet legal requirements at all times;
- No unauthorised person remains at the service unless they are under the direct supervision of an educator or staff member and
- Any direction from the Department of Education and Communities to exclude inappropriate people from the service is promptly acted upon.

The Nominated Supervisor is responsible to ensure all obligations under the Education and Care Services National Regulations 2011 are fulfilled, including but not limited to:

- All staff and volunteers of ECPP implement good health and hygiene practises;
- Children have access to clean water and have access to food throughout the day;

- Medication is administered according to correct policy and procedures;
- Children do not leave with unauthorised persons;
- A parent of a child may enter the service at anytime their child is in attendance unless there is a court order prohibiting them from doing so and
- Alcohol and drugs are not consumed by staff in any way that impairs capacity to provide care and education to children.

8 GOVERNANCE RELATIONSHIP WITH BATHURST PRESBYTERIAN CHURCH

Bathurst Presbyterian Church conducts Elizabeth Chifley Presbyterian Preschool as a ministry of its congregation. The leadership of the Bathurst Presbyterian Church is the Church Session which appoints the Preschool Committee on an annual basis.

Alteration to the building of the Preschool must be ratified by the Bathurst Presbyterian Church Committee of Management.

The Preschool Committee is responsible to appoint a suitable Nominated Supervisor.

The Preschool Committee is responsible for the financial administration and management of ECPP.

9 REFERENCES

Children [Education and Care Services] National Law 2013 (NSW)

Education and Care Services National Regulations 2011

ELIZABETH CHIFLEY PRESBYTERIAN PRESCHOOL

STAFF POLICY.

Effective Date: Feb 2020.

Review Date: Feb 2021

Related Policies: Grievance Policy
Code of conduct

AIM

To have a centre which will attract staff, encourage them to stay, gain benefits from their skills and experience and provide appropriate compensation for their work.

EXPLANATION

The Centre aims to provide:-

- a). Compassion and caring – praise for a job well done. Support when things are not going so well, consideration when a situation outside work is worrying them.
- b). Security – Knowing what is expected of them.
- c). Freedom – To make decisions appropriate to their own experience and skills and to have some autonomy to grow, experiment and be oneself.

IMPLEMENTATION

a) Staff Communications

Because staff work so closely with each other in less than optimal conditions, it is important that communication channels are open. Unresolved conflicts and disagreements take up time. Communication takes place in a number of ways:- Daily through a staff cork board, informal talks, Staff meetings that are held every two weeks. Attendance at staff meetings is considered to be part of the job.

b) Procedures Regarding Staff

Wages paid by electronic transfer at the end of each fortnight. Sick leave as award states. Probationary report after three months service. Grievance Procedures should be followed if/when necessary.

10 PERMANENT STAFF

Primary contact staff will be employed in accordance with Community Services regulations and in accordance with Responsibilities and Duties outlined in their employment agreements.

Additional part-time employees are appointed to work on an individual basis with special needs children, at the discretion of the Nominated Supervisor and subject to budget constraints.

In addition to primary contact staff, ancillary staff will be employed such as clerical staff and a gardener.

Emergency leave, with pay, will be granted in the event of bushfire, flood or other natural disaster.

Employment agreements will be made with employees and will remain in force for the term of the employee's employment unless changes are agreed to by both parties.

RELIEF STAFF

Relief staff will be employed by the Director in cases of short-term absence of a member of the primary contact staff, eg in a medical emergency.

For long term absences of primary contact staff, normal-interviewing procedures will be followed.

Relief staff may be appointed for other circumstances with the prior approval of the management committee.

IN-SERVICE POLICY

AIM

1. To support staff in their attendance at Inservice Courses so that they are professionally and personally enriched.
2. To support members of the Management Committee to attend seminars so that appropriate competencies can be developed.
3. To extend staff' expertise and skills in specific areas.

4. To provide opportunities for teachers to learn about new developments in a rapidly changing field.
5. To identify resources (people and materials) that staff can pursue themselves.
6. To decrease professional isolation.
7. To promote the establishment of informal support networks among teachers.
8. To empower teachers to take a more active role in their own work, their own education and their own professional development.
9. To boost morale and self respect.

GENERAL PRINCIPLES

1. The Pre-School is committed to providing a quality service and recognizes the need for all staff to have access to continuing education to keep fresh and to absorb new developments within early childhood education.
2. Effective Pre-School Management may be enhanced by the attendance of appropriate Inservice Courses by Committee members
3. Reasonable Travel. Accommodation and Registration expenses will be met by the Management Committee in accordance with budgetary constraints and expected benefits to the centre.

IMPLEMENTATION

1. Staff will be offered the opportunity to participate in Inservice Courses each year.
2. Inservice Courses held within Pre-School hours will not incur loss of pay.
3. Inservice Courses held outside staff normal Pre-School hours – no payment of salary will be made or time in lieu granted.
4. The Management Committee will budget an amount annually to be used for Staff/Committee development and in-service.
5. The Management Committee will pay costs incurred by the Staff or Committee members attending approved in-service training courses: ie registration fees, travel and where necessary accommodation.

Staff Appraisals

Implementation.

1. During Term 3, each staff member, both teaching and clerical, will be given a staff appraisal time with the nominated Supervisor.. After discussing the issues that arise, and “Staff Development Plan” will be completed. These goals and plans will be reviewed each year, and adjustments made, if necessary.
2. The Nominated Supervisor will also participate in this process, with a nominated representative of the Board of Management.
3. Confidentiality of all discussions and written notes will be maintained. It is acknowledged, however, that some objectives defined in the individual’s “Staff Development Action Plan” will require a team approach to accessing resources, eg if

a staff member requests more knowledge and skills about a specific area that another staff member possesses, it would be appropriate to share that area of expertise.

Recruitment Policy

GENERAL ASSEMBLY MINUTE 110/2012

“A Church Body will only employ or appoint persons to any role of work which encompasses influence or responsibility regarding other persons (whether internal or external to the church) contained within the formal position description, who are suitably qualified and who are able to provide a credible profession of faith in Christ and belief in the Bible as the only rule of faith and proactive and who associate regularly with a protestant congregation in worship, noting that whenever it is not reasonable practicable to employ or appoint such a person another person may be employed or appointed only if;

- (a) alternative options have been properly considered,*
- (b) by not doing so a ministry operation will be critically hindered,*
- (c) it shall remain the exception and not become a rule, and*
- (d) the person shall have as a condition of engagement the need to acknowledge the*

unique religious nature of the environment they are joining with its obligations and sensitivities

and to provide an undertaking that they will act consistently with the values of the Church Body at all times.”