# **Continuity of Staff**

**Week 35** – 8.11.2021 **Monday to Friday** 

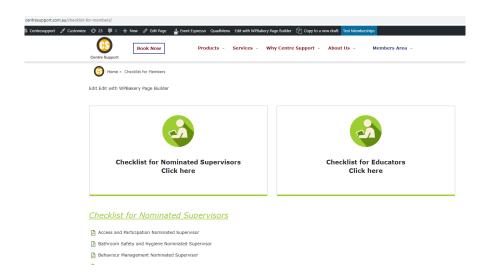


### **Nominated Supervisor**

There are no specific Regulations applying to Element 4.1.2. This week we've included a Continuity of Staff Checklist.

Do you follow robust recruitment practices that adequately screen staff to ensure they're	O Yes	ONo	ONA
able to do the job and a good fit with Service values/culture eg detailed position			
descriptions, relevant interview questions, referee checks			
Do you recruit from existing staff first where possible eg promote existing staff?	O Yes	ONo	ONA
Do you conduct exit interviews when staff resign to find out why they are leaving and change practice where relevant?	O Yes	ONo	ONA
Do you implement regular performance appraisals to measure performance and understand staff strengths, interests and professional development goals?	O Yes	ONo	ONA
Do you ensure training plans are implemented within agreed timeframes?	O Yes	ONo	ONA
Do you start to manage underperformance immediately so team members aren't	O Yes	ONo	ONA
adversely affected?  Do you regularly recognise the performance of individual educators eg staff awards?	O Yes	ONo	ONA
Do you provide regular opportunities for staff to discuss their ideas eg about the	O Yes		ONA
organisation of educators, recognition system?	0 163	CINO	ONA
Do you source relief staff from a regular pool of casuals?	O Yes	ONo	ONA
Do you offer flexible working arrangements where possible to help staff manage personal issues eg allow staff to drop or increase hours?	O Yes	ONo	ONA
Do you allow staff to take unpaid leave for personal reasons where possible?	O Yes	ONo	ONA
Do you try to meet staff preferences when making rosters?	O Yes	ONo	ONA
Do you try to meet staff preferences when allocating them to rooms/groups?	O Yes	ONo	ONA
Do you consider each educator's strengths and interests and how they may best be used?	O Yes	ONo	ONA
Are you confident you hear about educator/staff concerns as soon as possible ie before little things become a major issue?	O Yes	ONo	ONA

**Remember:** If you need to use a checklist go to the members area of Centre Support's website where every checklist imaginable is available.



# **Organisation of Educators**

Week 34 – 1.11.2021 Monday to Friday



# **Answers from last week** - Compliance test for educators

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

#### Name of educator:

Questions	Response	Pass or Fail
Miss Haley asks whether she has to update the CPR	ACECQA says "Reg 136 requires your first aid	
part of her first aid qualification every 12 months.	qualification to be current. Your certificate will	
Does she?	state the date on which you completed the course.	
	It may also include information about the expiry	
	date or requirements for refresher training. Please	
	note that the validity of some first aid certificates	
	may be subject to specific requirements, e.g. your	
	certificate may state that you must complete	
	refresher training in CPR every 12 months for the	
	qualification to remain valid."	
Miss Margie asks whether she has to sign in and	No. The Guide to the NQF says "Authorised officers	
out of the room/group every time she goes to the	use a common sense approach. Authorised officers	
toilet. What's your response.	will not expect to see a record of breaks from	
	working with the children if the breaks are short	
	and are for matters such as going to the toilet,	
	answering a phone call, talking to a parent or	
	briefly checking paperwork." (page 472)	
Mr Armand asks whether an 18 year old educator	Yes (if there is adequate supervision.) Reg 120	
can be left alone with children. Please respond.	requires educators who are under 18 to be	
	supervised.	
Miss Vanessa asks what everyone means when	Section 162 of the Law explains a responsible	
they talk about a 'responsible person.' Please	person can be the approved provider, nominated	
explain.	supervisor or person in day-to-day charge. Reg 150	
	says the staff record must include the name of the	
	responsible person when children are present. This	
	means the record needs to change every time the	
	responsible person changes.	
Miss Grace asks what qualifications and	Reg 117B says the person must be at least 18, and	
experience a person in day-today charge has to	the approved provider or nominated supervisor	
have. Please explain.	must reasonably believe they:	
	have adequate knowledge and understanding	
	about providing care and education to	
	children and	
	can effectively manage the operation of the	
	Service.	

### **Continuity of Staff**

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#### Name of educator:

Questions	Response	Pass or Fail
Miss Deanne asks if there are any Regs about the		
which educators to include in different teams eg		
based on their qualifications and experience. Are		
there?		
Mr Guy asks why managers are concerned about		
keeping good staff? There are plenty of new		
recruits out there. What's your response?		
Miss Jenna says new staff are always needed to		
'freshen things up' and ensure current teaching		
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### **Management Systems**

Week 35 – 8.11.2021 Monday to Friday



The Federal Government's Fair Work website <a href="https://www.fairwork.gov.au/">https://www.fairwork.gov.au/</a> has a lot of simple, easy to understand information about employee entitlements as well as some useful templates. Each week we'll share information from the website.

This week we're reviewing Long Service Leave. We've also attached a <u>Fair Work Fact Sheet</u> on long service leave to the weekly email.

#### National Employment Standards - Long Service Leave

An employee gets long service leave after a long period of working for the same employer.

There are long service leave laws in each state or territory which set out:

- how long an employee has to be working to get long service leave (ranging from 7 to 15 years continuous service with same/related employer)
- how much long service leave the employee gets.

Depending on the relevant law or instrument, an employee may be eligible for a pro-rata payment on termination after a minimum period of five years continuous service.

In some jurisdictions long serving casuals are eligible for long service leave.

Untaken long service leave is usually paid on termination, although this can depend on the circumstances of termination.

Long service leave contacts in each state or territory are:

- NT NT Government ₫
- SA SafeWork SA ₫
- TAS WorkSafe Tasmania 

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- WA <u>Department of Mines</u>, <u>Industry Regulation and Safety</u> <u>团</u>