



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## Staff Employment, Students and Volunteers Policy

### **Aim:**

To employ exceptional Early Childhood staff whose Christian faith, Academic qualifications and prior experience is in keeping with and relevant to the philosophy of Narnia, the available position and to ensure high quality education and care for our children.

### **Explanation:**

Early childhood is the time of greatest growth and development in children. It is a time when the brain develops most rapidly and where physical, social, emotional development including self-esteem, vision of the world and the child's spiritual and moral foundations are established.

Research on brain development attests to the importance of key mental, physical and social capabilities to enhance the child's learning potential. The employment of highly capable Christian staff is key to the outworking of this at Narnia Christian Preschool and Early Childhood Centre.

Narnia is committed to providing a child safe environment. The safety and protection of children is our highest priority and we have zero tolerance for any abuse or maltreatment of children. Numerous checks will be completed on prospective new employees to ensure they are suitable.

### **Implementation:**

- Staff are employed by Narnia Christian Preschool and Early Childhood Centre.
- Staff are employed being interviewed by a minimum of two people including the Executive Director and the Director of the Centre. Other additional members of the panel must have a background or understanding of Early Childhood practice.
- Staff are employed after approval from the Executive Director.
- Staff must sign a declaration form stating they are not a prohibited person. Staff are required to complete a Working with Children Check.
- Staff are required to sign a Code of Conduct prior to employment. The Code of Conduct is included in the staff employment package.
- Staff selection is based on –
  - a demonstrated Christian faith
  - common beliefs with the mission and philosophy of the centre.
  - involvement in a local Church
  - relevant experience and qualifications that are appropriate to the position
  - a passion and desire for excellence in Early Childhood Education
  - current child protection qualifications
- All staff will undertake an induction which includes the Child Safe requirements.

## **Staff Roles and Responsibilities:**

**The Executive Director** is responsible for the overall management and operation of St Philips Christian Education Foundation Early Learning Centres. The Executive Director works closely with the centre Directors in the areas of Early Childhood education and quality child care practice. She has oversight of, and assists the Directors in the appointment of new staff and the ongoing development of early childhood staff. The Executive Director works with the Directors to build a culture of continuous improvement in each centre. The Executive Director ensures that the Centres are following Child Safe guidelines and prospective employees are screened effectively.

**The Nominated Supervisor / Director** works with the Executive Director in the selection of all staff. The Nominated Supervisor / Director is responsible for the selection of the Educational Leader, Room Leaders and Responsible Person. These positions will be determined by the qualifications, experience and personal qualities of the Educators who may take on these roles.

**The Educational Leader**, if not the Nominated Supervisor, will be an Educator with a particular passion for curriculum and the energy to devote to the position. They must have qualifications in Early Childhood Education, a sound knowledge of theories of learning and development, access to current research and the personal qualities and willingness to coach, mentor and reflect alongside their team. (NGQ PLP e-Newsletter no. 33 2012)

**The Room Leaders** will have a demonstrated ability to lead others through relationship, have a sound knowledge and understanding of Early Childhood education including the Early Years Learning Framework and the QIP and have the ability to organise and run a room in keeping with the philosophy of Narnia. This includes providing a creative and stimulating program where children and staff together demonstrate respect of and care for the environment.

### **The Responsible Person**

Services must have a responsible person present whenever there are children being educated and cared for by the service. This can be an: Approved Provider; Nominated Supervisor; or a Certified Supervisor who has been placed in charge of the service.

The Responsible Person must acknowledge with a signature in the staff sign in book that they have accepted the role of the Responsible person for that shift. At the end of their shift a new person must sign to acknowledge that they are now the Responsible person til the end of the day. The name of the current person responsible will be written on the blackboard outside Reception and will be changed each time a new person assumes this role.

### **Staff Development and Continuous Improvement**

Staff are given a thorough induction process and encouraged in ongoing development of skills, understanding and quality practices through mentorship, establishment of goals and individual development plans. Staff will be supported through regular meetings and discussions with the Director and Educational leader through appraisals and regular pit stops which provide opportunity to discuss the achievement of goals, staff wellbeing and feedback.

Refer also to the Leadership, Management and Effective Administration Guidelines and Staff Job / Role descriptions located in each staff room.

### **Students and Volunteers:**

Narnia will provide opportunities for students and volunteers to participate in practical placements, while ensuring the health, safety and wellbeing of children is protected at all times.

Narnia will accept placements based on the circumstances of the Centre at that time.

A working with Children check must be sighted prior to volunteers' commencement at the centre.

An induction process will take place prior to the first shift. This will include Students and Visitors being made aware of the requirement for confidentiality of all matters relating to Narnia and the families of Narnia. This induction will also include Child Safe requirements.

Volunteers and Students must be adequately supervised at all times and not left with sole supervision of individual or groups of children.

Volunteers and Students will be provided access to the Policies and Procedures of the Centre. In some circumstances, the Director / Nominated Supervisor may request certain policies be read and understood prior to commencement. These policies would concern the wellbeing, safety and care of children.

Volunteers and Students will work under the direction and guidance of the Director / Nominated Supervisor.

If Students have any difficulties with their placement, they must speak to the Director.

All students and volunteers must conform to the arrangements, hours and ethical standards of the centre, upholding the Philosophy and Christian ethos.

*This policy links to the following:*

*National Quality Standard: 7.1.2, 7.1.5, 7.1.4.*

*Education and Care Service National Regulation 2011*