

Staffing arrangements

Policy statement

Goodstart Early Learning Ltd (Goodstart) is committed to its employees and to ensuring its workforce is appropriately qualified, motivated and experienced for its critical role in enhancing children's learning and development through:

- the development of warm, respectful relationships with children;
- the creation of safe environments for children;
- encouraging children's active engagement in their learning programs.

Goodstart is committed to establishing and maintaining effective, ethical and efficient practices in all aspects of its operations.

All Goodstart employees are required to maintain, at all times, effective working relationships with each other that are based on the principles of mutual respect, integrity, equity and fairness.

What does this policy apply to?

- ▶ **Staffing Arrangements**
- ▶ **Ethical and Respectful Workplace**

This policy relates to Quality Area 4 of the National Quality Standard

QA4	Staffing arrangements
4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.
4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.
4.2	Educators, co-ordinators and employees are respectful and ethical.
4.2.1	Professional standards guide practice, interactions and relationships.
4.2.2	Educators, co-ordinators and employees work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.
4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills.

Staffing Arrangements

Goodstart is committed to maintaining required educator-to-child ratios and qualifications at all times.

Staffing arrangements, both within centres and within centre support offices, will be optimised so that children's learning and development and safety and wellbeing is prioritised at all times.

DOCUMENT NUMBER & TITLE		NQS4 Staffing Arrangements POLICY			
CONTENT OWNER	Anne Crowley, General Manager, People and Culture	DOCUMENT AUTHOR	Tim Daley, Industrial Relations Manager, People and Culture		
DATE PUBLISHED	1/12/2015	DOCUMENT VERSION	V4.0	REVISION DUE DATE	30/11/2016
Ensure you are using the latest version of this policy. You can find it at http://policies.goodstart.org.au/PoliciesandProcedures/NQS4%20Staffing%20Arrangements%20POLICY.docx					
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Related documents: NQS1 Educational Program and Practice Policy; BM5 Hours of Work Requirement; NQS4 Monitoring Study Programs Requirement; NQS4 Qualification Gained Procedure; NQS4 Staff Schedule Appendix; NQS4 Study Monitoring Review Meetings Procedure; BM10 Workplace Health and Safety Policy.

Ethical and Respectful Workplace

Goodstart will maintain professional standards in all aspects of its operations, including in respect of its staffing and employment practices and plans.

All Goodstart staff will use ethical principles and professional standards to guide their decision-making and practice in Goodstart workplaces.

All Goodstart staff will work collaboratively and challenge, support and learn from each other to further develop their skills and to improve practice and relationships.

Goodstart is committed to ensuring all interactions between employees convey mutual respect, equity, and recognition of each other's strength and skills.

Related documents: BM1 Code of Conduct Policy; BM6 Ensuring a Fair Workplace Policy; BM1 Gifts, Benefits and Hospitality Guideline; BM6 Prevention of Bullying, Harassment and Discrimination Requirement; NQS4 Students and Volunteers Requirement; NQS4 Students and Volunteers in Centres Procedure; NQS4 Volunteers Handbook Appendix; BM4 Whistleblower Policy.

Responsibilities

This policy is to be implemented by: All Goodstart Early Learning Employees.

Content owner: Anne Crowley, General Manager People and Culture

Document Author: Tim Daley Industrial Relations Manager.

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