

# GUIDING PRINCIPAL MANAGEMENT OF STAFF: STAFFING STANDARDS & DETERMINING THE RESPONSIBLE PERSON

QUALITY AREA 4: STAFFING ARRANGEMENTS  
QUALITY AREA 7: LEADERSHIP AND LEADERSHIP

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## **STAFFING STANDARDS:**

### **Introduction:**

- Empower our most valuable asset, our staff to deliver high quality and safe services
- To promote a flexible, harmonious and positive environment
- Promote a healthy culture within PCYC
- Ensure a quick and fair grievance process
- Code of Conduct

### **Governance:**

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

### **Definition:**

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services

## Policy

### **Staffing:**

- All educators need to ensure they hold current, updated and appropriate qualifications
- All educators are aware of the Nominated Supervisors of each service
- All educators will ensure they are passing information onto key stakeholders in a fair and appropriate manner.
- All educators will ensure they work to build trusted, respectful and honest relationships with all key stakeholders
- All educators must ensure they maintain confidentiality at all times
- All educators ensure they are keeping abreast of changes within the Children Services industries
- All educators must ensure they read, understand and feedback on all policies
- All staff must ensure they continue to promote an environment free from tobacco, drugs and alcohol
- All staff need to ensure they are upholding PCYC vision and mission
- All Educators will not use personal phones during work hours. Photographs, videos and contact details for parents will not be taken/stored on personal phones or cameras. Educators will not use their personal phones to access social media.
- All staff need to ensure they are follow PCYC's Code of Conduct

#### **DETERMINING THE RESPONSIBLE PERSON**

PCYC NSW- Out of School Hour Services has a duty of care obligation under the National Law and Regulations to ensure that a Responsible Person is on the premises at all times to ensure the health, safety and well-being, learning and development of all children at the service. This is to ensure that all legislative requirements are met.

#### **Selecting a Responsible Person**

- Any person working at the service who has been identified by the approved provider within the service as: responsible for the day-to-day management of the service or exercising supervisory and leadership responsibilities for part of the service.
- This person can be an approved provider, a nominated supervisor or an Educator who is in charge of the daily running of the Centre.

#### **PCYC NSW will ensure:**

- The Responsible person must have completed accredited Child Protection training.
- The Responsible person must accept the position in writing.
- The name of the Responsible Person must be displayed clearly at the Centre near the entrance to the Centre.
- The staff record has the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- A record which includes the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the

suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings

- The Responsible Person must be a Fit and Proper Person.
- The Responsible Person has a minimum of 3 years working as an Educator in an Education and Care service (Recommended but not compulsory)

**Date Approved:** May 2019

**Review Date:** March 2020

**Documents Considered:**

PCYC Code of Conduct (organisation wide)

PCYC Grievance Process (organisation wide)

Children's Services Staffing Policy

PCYC Drug and Alcohol Policies

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r100, 101, 102, 168)

National Quality Standard (2.2)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies

Children's Services Staffing Policy

**Acknowledgement:**

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_