

Our Lady of Hope Greenwith Campus Outside School Hours Care



POLICY DOCUMENT

<h2>STAFFING</h2>

HOW THE POLICY WILL BE IMPLEMENTED

GENERAL

- Our OSHC service staff are employed under the [Current South Australian Catholic Schools Enterprise Agreement 2017](#).
- For this service the Nominated Supervisor is the School Principal and the Our Lady of Hope Catholic School Board is the local management authority.
- Our OSHC service will follow the guidelines set out by CESA in regard to workplace safety and rehabilitation.
- All staff details will be treated as confidential and kept in a secure storage facility.

RECRUITMENT PROCESS

- The recruitment process follows the [Guidelines for the selection of staff in Diocesan Catholic Schools](#).
- Positions will be advertised either on Horizons, The Messenger, The Advertiser or the University Employment Services.
- The minimum qualifications are set out on the ACECQA website under [Qualifications, lists and registers](#).
- The recruitment process requires the applicant to complete pre interview questions as well as questions asked by the interview panel throughout the interview.
- Criminal history clearances are performed in accordance with [CESA's Screening and Recruitment Procedures for Applicants](#).

Selection of staff flowchart

1. Vacancy
2. Job Advertisement (or other process)
3. Selection Panel
4. Short Listing
5. Referee Checks
6. Interviews
7. Finalize Listings for Interviews
8. The Selection Decision including consulting with key stakeholders
9. Screening Procedures
10. Offer of Employment
11. Written Offer of Employment
12. Acceptance of Employment

PARTICIPATION OF VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENTS

Our service does not undertake volunteer participation. Students will only be allowed to undertake their practicum at our service if it is deemed in the best interest of the children. Students on placement will not be counted in the educator to child ratio.

Students on practicum placements process

- Students on practicum will only be accepted if it does not cause hardship to the service and their course supervisor has completed all necessary documentation
- Students on practicum must come with a criminal history screening.
- Students on practicum will need to be mandated notifiers, will need to have knowledge of OHS&W, Duty of Care, and the service's policies, particularly the policies that address interactions with children, supervision, confidentiality and training and development.
- Students must complete an induction prior to their practicum commencement date.
- The tasks allocated to the student will be defined by their course supervisor and the Director of the service.
- Students who are allocated tasks will be provided some evaluative comments when a task is completed and a written report will be given at the conclusion of the practicum.

PERFORMANCE AND DEVELOPMENT

In our OSHC service, performance and development planning is a cycle of individual performance planning, professional learning and performance review that supports individual performance improvement.

The primary approach will be through a performance conversation between the employee and the Director or where it is the Director it will be with the Nominated Supervisor. Performance conversations are an opportunity to confirm performance expectations and behaviour standards, seek and receive feedback, provide evidence, and seek support, clarification and direction.

Performance conversations are not a one-off event. Coaching, support, training, feedback and recognition provided on a regular basis throughout the life of a performance and development plan are essential to achieving a high performing workforce.

Formal procedures must be clearly documented, with the documentation being kept securely and confidentially.

All members of a staff team or the management body involved in a disciplinary process shall keep all information about the process confidential.

Performance and Development process

- 3 Months probationary Review Discussion
- Annual Professional Review Discussion
- Individual Development Plan will be developed from the Professional Review Discussion identifying areas of training, action to be taken and goals set for the individual staff member.
- 6 monthly review of Individual Development Plan

Unsatisfactory performance

Unsatisfactory performance occurs when an employee is not performing the duties of his/her role to the required standard, or otherwise is not performing in a satisfactory manner.

Performance and development will, from time to time, identify areas of unsatisfactory performance. In most instances, it will relate to an isolated element of an employee's performance rather than the totality of his/her performance.

If it becomes apparent that an element of an employee's performance is unsatisfactory, the leader should advise the employee of how his/her performance is alleged to be unsatisfactory and provide evidence and examples as appropriate.

Natural justice and procedural fairness

The opportunity to be heard by an impartial decision maker is at the heart of the rules of natural justice and procedural fairness. The rules of natural justice apply whenever the rights, property or legitimate expectations of an individual are affected by a decision.

Decisions in the context of the management of alleged unsatisfactory performance are administrative decisions and may clearly affect the rights of legitimate expectations of employees and the rules of natural justice and procedural fairness must therefore be applied.

- Know and understand the philosophy and goals of the service as well as the operational policies and procedures of the service.

It is a requirement of all employees to familiarise themselves with the content of the service code of conduct and to carry out their duties in a manner that is consistent with its values, behavioural principles and standards of professional conduct.

Contravention or failure to comply with a professional conduct standard will constitute misconduct. An employee who contravenes or fails to comply with the conduct standard may be liable to disciplinary action.

Dress Code

Staff should dress appropriately whilst at work, with particular attention to safety and modesty. Staff are required to wear their work uniform with closed in shoes. Staff are to wear a broad-brimmed hat when they are facilitating an activity outside. Staff are required to wear their staff badges whilst at work and for them to be clearly visible.

Fit and Proper to Work

Staff are expected to come to work when they are fit enough to do so without risking injury or infection to themselves or others.

Staff must attend work, free from the influence of alcohol and non-prescription drugs. Our Lady of Hope OSHC is a non-smoking area. Staff should advise the person responsible if they are taking any medication that may affect their capacity to work (e.g. cause drowsiness).

STAFF HANDBOOK

Each staff member receives a digital staff handbook as part of their induction.

INDUCTION

Each individual who begins work at our OSHC service will have a clear understanding of their role and the expectations of their performance and be given the opportunity to engage with the philosophy and context that underpin the operation of the service at the earliest possible time.

New employees will receive a comprehensive induction and be supported and guided in their first weeks in a new position.

DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE

A Responsible Person will always be present at our OSHC service, whenever the service is operating. This could be the nominated supervisor: a prescribed or declared certified supervisor who has consented to be the Responsible Person placed in day to day charge of the service.

The name of the Responsible Person is publicly on display at all times when children are in care and is visible to anyone on entering the service. The name is also recorded in the daily roster.

RESOURCES/REFERENCES

GRIEVANCE FLOWCHART

