



Relief, Casual and Student

Policy:

Stepping Stones Child Care Centre is committed to providing continuity of care, practices and standards by ensuring all staff are provided with and are aware of our centre and children's requirements.

Procedure:

Relief and casual staff as well as students are to be provided with the following before the commencement of their shift:

- An induction process which covers relevant aspects of the centre, set out in the centre "Employee Orientation Checklist or Student Induction Checklist".
- A walk through of the centre.
- An introduction to the National Childcare Accreditation System (NCAC) and its processes.
- A job description detailing their role and responsibilities.
- Relevant Employee Paperwork, including Tax File Declaration, Superannuation Documentation, Pay Details, Emergency Contact Details, etc.
- Be introduced to all Centre staff, children and families, when possible.
- Be informed of any children's health conditions, protection requirements, allergies, etc for the children in their immediate care.
- Be placed with a permanent staff member who is able to offer support if required.
- Detailed information about centre "Fire Evacuation and Lock Down Procedures", as displayed in each class room, foyer, kitchen, staff room and bathrooms.
- Information on relevant Centre Policies and Procedures, and the location of Policy and Procedure Manual.
- Given a Staff Handbook and asked to read within two weeks of commencement.
- Informed of our centre dress requirements and suitable clothing to be worn at the centre. We prefer staff to wear pink tops and either black pants or black skirts. Shoes should be flat and secured to your feet, thongs are not appropriate and must not be worn. Staff are provided with a bucket hat which must be worn at all times in the outdoor playgrounds.

Source:

- National Childcare Accreditation Council www.ncac.gov.au
- ACT Childcare Services Standards 2009.
- Victorian – Children's Services Regulations 2009.

This policy links to the following CCQA Principles:

Quality Practices Guide (2005) - Principle 7.3

Developed: August 2007

Last Reviewed: 24.11.2009

To be Reviewed: November 2010

Reviewed in consultation with staff and parent committee members, current at November 2009.