

Relievers Policy

Reference: Education (Early Childhood Services) Regulations 2008, regulation 47
Licensing Criteria for Early Childhood Education and Care Centres 2008, GMA7
Vulnerable Children Act (2014)

Rationale: Little Explorers endeavours to maintain safe and healthy permanent team members, though it is inevitable that relief teachers will sometimes need to be used to maintain correct staff: child ratios. While we have relievers employed in the centre we aim to maintain our high standard of care and education that we offer children.

Objectives:

- To ensure relieving staff are aware of their roles and responsibilities while working at Little Explorers.
- To ensure children are kept safe at all times.
- To ensure relievers have an enjoyable experience at Little Explorers.

Procedures:

- All relievers must be police vetted every 3 years and have their identity confirmed either by Little Explorers or the relieving agency as per the Vulnerable Children Act (2014)
- Relievers from a relieving agency must sign the visitors register on arrival and provided a photo identification with a name matching the name of the reliever who was sent by the relieving agency. A copy of the reliever's photo identification will be added to the Reliever Identity Check list which is kept at the front of the Relievers folder, if it is not already in there.
- Relievers are requested to arrive 10 - 15minutes prior to their start time to allow for time to go through the reliever's policy, behaviour management policy, the supervision policy and our centre rules. This along with the centre philosophy will be given in a relievers file. Ensure you follow centre policies and procedures at all times.
- Relievers need to wear a name badge and where possible provide the centre with an information card; this will be displayed to inform parents of their position for the day.
- Reliever's hours may be adjusted at short notice due to the centre requirements, with the minimum number of hours worked limited to 3.
- If the reliever is sick they must notify centre personnel as soon as possible, not less than 1 hour before commencing work.
- Interact with the children, staff, and parents in a respectful, responsive and reciprocal manner. Encourage and support them in their play. Communication with parents is to be limited to the informing of child's day in a positive manner. Permanent staff will inform parents/carers of any issues.
- Centre equipment needs to be respected by staff and respect is encouraged with children using equipment.
- All areas of responsibility are to be kept tidy and represented throughout the day.

- Relievers must read the centre's evacuation policy and plan and be aware of the emergency exits.
- The centre has a supervision policy with advised positions for supervision, please read but remember to move depending on the children's and other staff's positions.
- Communication between staff is to be limited to necessary conversations especially where supervision is affected. Model appropriate language in front of the children.
- Always use positive guidance of the children's behaviour and follow the centre policy. Demeaning, derogatory or physical punishment/ discipline must never be used. Raise your voice in an emergency ONLY. Communicate and redirect children if behaviour is undesirable.
- This centre is a smoke-free environment, including the car park.
- Always respect the children as individuals with their own interests and plans.
- Ask for support from other staff if required.
- When lifting objects support your back and consider your own safety.
- Maintain confidentiality at all times, including once finished at the centre. Do not talk about the centre using any details that could have an effect on the children or staff.
- Communicate any questions or problems with the Manager or Supervisor.
- Work as a team member during your day at the centre.
- On completion of work, a permanent staff member will fill in a time sheet for the week in which you are working. They will include your name, date/s worked, hours worked, lunch break and total hours worked before giving it to you to double check and sign.
- On arrival a staff member will show you around the building if possible pointing out the staffroom and toilets.
- Casual relieving staff are not permitted to complete nappy changing or toileting routines.
- Ensure for your own safety that you are not left in isolated positions with children.
- You will be informed of your breaks by the supervisor.
- Enjoy and have fun during your day at the preschool.
- Parents will be notified via Facebook that a reliever will be in for the day.

Approved: 15/09/07

Last Reviewed: 11/04/16