

8.10 Children of Employees

Policy Statement

Middle Park State School Outside School Hours Care strives to provide a supportive environment for all families and children using the service. This is extended to the children of staff who attend out service. However, our services also acknowledge the complexities that may arise when the children of staff are participating in the service's program and activities. This policy strives to articulate a model for best practice when staff are providing direct care to their own children in the course of their employment within the service.

Related Policies

- 2.1 - Interactions and Relationships with Children
- 2.2 – Safety of Commitment to the Safety and Wellbeing of Children
- 2.6 – Positive Behaviour Support Practices
- 2.7 – Supporting Complex Behaviours
- 2.14 – Bookings and Cancellations
- 2.20 – Supervision of Children
- 3.3 – Educator Practice (Pedagogy)
- 8.9 – Applying the Code of Conduct
- 8.9.1 – Code of Conduct
- 8.9.2 – Code of Conduct for Interaction with Children and Young People
- 9.1 – Access
- 9.2 – Enrolment
- 10.30 – Conflict of Interest

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Establish equitable procedures to support fair access for families to utilise the service.• Establishing processes to ensure children are provided with an opportunity to be supported to learn and enhance behaviours and skills that support them to meet the service's expectations.• Ensure educator's practices support each child's wellbeing and rights in responding to their behaviour.• Provide mechanisms for constructive and collaborative partnerships to identify effective strategies for supporting children's behaviour.• Ensure the safety and wellbeing of all children accessing the service.
Nominated Supervisor	<ul style="list-style-type: none">• Ensure employees with children attending the service are aware of their supervision expectations and responding to behavioural incidents• Ensure all educators provide consistent care, consideration and involvement to all children attending the service• Ensure that employees without children attending the services are aware of their supervision expectations and duties in responding to behavioural incidents• Ensure equitable procedures are followed and supported to allow fair access for families to utilise the service.

All Staff	<ul style="list-style-type: none"> • Expected to professionally carry out all duties are expected of them, regardless of the attendance of their own children. • Ensure children of staff are provided with consistent care, consideration and involvement in the service. • Ensure the behaviour of children of staff is managed as it would any other child participating in the program. • Ensure that behavioural incidents are responded to by the relevant educators on duty at the time of incident and not the parent or guardian of the child
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Procedures

Enrolment

- Children of staff shall be permitted to be enrolled in and attend our services using the priority of access guidelines as defined in this policy and procedure document.
- Children of staff must be eligible to attend a school age care program as described in the relevant legislative instruments, namely the Education and Care Services National Law Act, 2010 and Regulations 2011

Supervision

- Staff shall be expected to professionally carry out all duties are expected of them while they are employed in our service, regardless of the attendance of their own children.
- Children of staff shall be provided with the consistent care, consideration and involvement in our service as any other child participating in the program. The behaviour of children of staff shall be managed as it would any other child participating in the program.

Supporting Positive Behaviour Practices and Supporting Complex Behaviours

- In the event of behavioural issues arising from a child of an employee at the service, the employee will not be permitted to intervene in the situation. Behavioural support practices are to be implemented by the other relevant educators on duty at the time of incident.
- In the event that a child of an employee is required to be sent home from the service as per **Policy 2.7 Supporting Complex Behaviours**, the employee will be required to complete the remainder of their shift and arrange appropriate collection of their child. If the employee is unable to make alternate arrangements for their child's care, Middle Park Outside School Hours Care will determine suitable alternatives to cover the remainder of the employee's shift.
- If the employee's child has been excluded from Middle Park State School the Nominated Supervisor will:
 - Contact the school to confirm exclusion
 - Speak with the principal to confirm if exclusion applies at Middle Park Outside School Hours Care
 - Contact the employee to confirm exclusion from our service (in accordance with Principal's direction)

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *National Quality Standard, Quality Areas: 4 - Staffing arrangements; and 7 – Governance and leadership.*

Policy Controls			
Ratified by:	Middle Park State School Parents & Citizens Association	Ratification Date:	8/06/2021
Date implemented:	21/06/2021	Date families notified	16/06/2021
Version:	8.10-2021/1	Date of review	Enter Date