

WODEN EARLY CHILDHOOD CENTRE

WORK BASED CARE POLICY

POLICY STATEMENT:

Woden Early Childhood Centre recognises that its staff provide high quality care to all children and believes that staff have the right to access work based child care where it is available. The Centre recognises that all children have the right to access out Centre irrespective of their relationship to staff employed by the Centre.

Woden Early Childhood Centre supports its staff by offering where possible the opportunity for their child to be in care at the Centre. This works to ensure the provision of a flexible and supportive work environment particularly for those with children. This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the inclusion Policy.

RATIONALE:

the department of workplace repations tells us “The cost of quality child care is a significant factor in the decisions families make about their employment and child care arrangements. Employers should be mindful of this in deciding how to approach and/or structure employer sponsored child care. Providing assistance with child care can be a recruitment or retention tool for employers.”

SCOPE:

this policy applies to all staff members.

RELEVANT LEGISLATION:

ACT Centre based children's services Conditions 2000 (1.18, 1.23)

QUALITY ASSURANCE SYSTEM:

Quality improvement and accreditation system – quality practice guide 2005 principles 1.6,2.3, 7.1, 7.2, 7.3

LOCATION OF INFORMATION:

this Policy is made available to families and staff on orientation through the provision of the Policy CD.

Source Documents:

retrieved from www.workplace.gov.au on november 24 2008

LINKING POLICIES

inclusion
Policy review and development
staff recruitment
staff development and appraisal

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

WORK BASED CHILD CARE POLICY

EXPLANATION

- The policy was developed in recognition of the fact that staff, working in long day care, experience particular difficulties in finding child care to meet their needs. For example, difficulty in leaving the centre to breast feed and long hours at work.
- Work based child care has been shown to be beneficial in maintaining high staff morale and in assisting in retention of quality staff. Staff are more likely to return from Maternity Leave, knowing that their child will be with them, in a loving and supportive environment.
- Staff continuity is an important principle of high quality care and has many cost benefits for the centre.
- The provision of work based child care for staff is recognised as a significant above award benefit.
- The provision of work based child care can bring with it issues that have an impact on effective management within the centre. These issues need to be monitored, discussed and resolved.

ELIGIBILITY FOR STAFF TO ENROL THEIR CHILD AT WODEN EARLY CHILDHOOD CENTRE

All staff are eligible to apply for their child/ren to be enrolled at Woden Early Childhood Centre after six months employment. Application for enrolment will be via the Waiting List. Children of staff will be given the same priority as siblings of children at the centre. However it is also strongly recommended that staff wishing to enrol their children should also have alternative child care arrangements in case there is no place available at the time care is required.

GUIDELINES

When enrolling a child of a staff member the following issues will be considered:-

- 1) The available vacancy
- 2) The needs of the child and those of the room where the child will be
- 3) The needs of the staff parent and the room where the staff parent currently works
- 4) The concerns of other staff members involved
- 5) The staff member must be employed at the centre at least 6 months;
- 6) The staff member is not work in the same room as their child. If the child becomes sick or incident occurs the staff member is to be treated like any other parent at the centre
- 7) The staff member is to discuss care requirement and issues rising from having a child in care at the Centre with the Director.
- 8) There is an initial probation period giving all involved the opportunity to discuss any concerns or issues.

In considering the issues listed above the following guidelines will be kept in place :

- 1) Although staffing arrangements within the centre *may be* reviewed to accommodate the staff -parent no staff member will be moved unless they are willing to do so.
- 2) In the event of the Director's child being enrolled then the Management Committee's Staff Liaison Person will be responsible for approving, monitoring and reviewing the child's placement in consultation with the centre's senior staff.

RESPONSIBILITIES

The Director will be responsible for :-

- 1) The overall implementation and co-ordination of the policy.
- 2) The on-going monitoring of the child's placement.
- 3) Ensuring that staff and parents have opportunity to address any concerns regarding the policy.
- 4) Providing feedback on a timely basis to the staff -parent, the other staff and the Committee.

REVIEW PROCEDURE

The purpose of the review procedure is to ensure that the implementation of the policy is a positive experience for all concerned. Review procedures may be undertaken as required.

Regular reviews will be completed :-

- 1) one month after the child's enrolment
- 2) after six months enrolment if felt to be necessary
- 3) before movement from one room to another and one month after movement if necessary.

Review procedures will involve the Director, the staff member, a staff representative and a committee member where this is felt to be necessary. Issues which should be considered at review meetings include :-

- 1) How the child has settled into the room and any on-going difficulties.
- 2) The impact that the presence of the child may or may not be having on the staff parent in terms of fulfilling their role in the centre.
- 3) Any concerns expressed by other staff or parents will be considered.
- 4) The level of contact between the staff -parent and the child will be considered.

In the event of there being concerns arising from the review then strategies will be put in place to address these. A time frame will be given to review these strategies.

RESOLUTION

Should further monitoring and review find that no progress is being made in resolving difficulties then the Management Committee, in consultation with the Director, may advise the staff- parent that alternative arrangements will need to be made. Assistance in making such arrangements will be offered and a reasonable time frame for making these arrangements will be given.

The staff parent will be required to sign the form titled **Woden Early Childhood Centre Agreement re Enrolment of Children of Staff Members** stating that they understand the two roles they will undertake as a professional member of staff and as a parent and that they will accept the Committees decision as final. See copy of form attached.

Woden Early Childhood Centre

AGREEMENT REGARDING ENROLMENT OF CHILDREN OF STAFF MEMBERS

As an employee of Woden Early Childhood Centre I acknowledge the dual responsibilities of my position as a professional member of staff and as a parent of a child at the Centre. I will aim to ensure at all times that neither role is adversely affected by my child's enrollment at Woden Early Childhood Centre.

I acknowledge the significant benefit involved in allowing my child to attend the centre where I work and understand that this benefit will be subject to regular review.

I agree to participate in all review meetings as outlined in the Work Based Child Care Policy and to follow the decisions and outcomes of these reviews.

I agree to abide by the decisions of the Woden Early Childhood Centre Management Committee and their delegated representatives.

Name: _____

Signature: _____ Date: _____

REVIEW OF ENROLMENT OF CHILDREN OF STAFF MEMBERS

DATE:

STAFF MEMBER:

CHILD:

MEMBERS OF REVIEW PANEL:

ISSUES:

RECOMMENDATIONS:

DATE OF NEXT REVIEW:

SIGNATURES: