

WODEN EARLY CHILDHOOD CENTRE

STAFF INVOLVEMENT ON THE COMMITTEE POLICY

POLICY STATEMENT:

Woden Early Childhood Centre encourages staff to be advocates for their industry. Staff can do this by attending meetings and acting as committee members on the Centre's Management Committee. The Centre views this as professional education for staff and pays two staff members to be active staff representatives on the management committee.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy,

RATIONALE:

The aim of this policy is to provide guidelines for staff in relation to membership on the committee.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: ACT centre based Children's Services conditions 2000, N/A

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 1.6, 7.2, 7.4.

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

LINKING POLICIES

Inclusion Policy

Policy Development and Review Policy

Source Documents:

Early Childhood Australia, **The Code of Ethics 2006**, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

Woden Early Childhood Centre Enterprise Bargaining Agreement 2008

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

PROCEDURES AND STRATEGIES

The guidelines are in place to ensure:

- There is an understanding at management level of staff attendance at committee meetings
- That there is no doubling up of representation on committees.
- Staff who are parents at the centre can only attend as parents not as paid staff representatives.
- Management has a clear picture of time demands put on individuals as a result of their representative role.
- Those individuals do not subscribe to committees as a representative of the Centre without the Director's approval.
- That there is no conflict of interest between the committee and the Centre policy.
- An accurate and up to date record is kept of the Centre representation.
- The procedure for staff being the approved representative on a committee is as follows:

An invitation is extended to all the staff to be participants on the committee each time a new committee is nominated (annually at the AGM in which is normally held in October or November), or if a existing staff representative chooses to leave. The Centre encourages two staff members to be involved in the process and these staff are paid overtime (at time and a half) for their involvement. The staff representatives are expected to report to the committee what the staff and rooms have been engaged in and are there to take any concern of the expected to take information back to the staff from the committee e.g. Christmas closure.

Staff take notes during the meeting which they post on the Centre notice board.