

## STAFF, COMMITTEES AND VOLUNTEER'S CHILDREN POLICY

### AIM

*To ensure staffs', committees' and volunteers' children are treated equally.*

### IMPLEMENTATION

#### Leadership will:

- Guide implementation of this policy
- Review the circumstances of any staff member who has a child on-site to ensure the best care for that child and parent.

#### Staff who are parents will:

- Abide by Centre documents and guidelines regarding **Parents who are also Staff Members**
- Understand their entitlements to care under the priority of access.
- Have their child placed on the waiting list if there are no vacancies immediately available.
- Ensure having their child on-site does not affect the quality of care they offer other children.
- Understand they are required to follow policies for parents such as the Parent Code of Conduct and policies regarding illness and injury.
- Be given the same information as any other parent at handover, transition times and visits.
- Clearly define their roles as parent and staff member. Discussions regarding work issues will not occur at pick-up or drop off times or other times where information is being handed over in regards to the child.
- Complete all enrolment paperwork and arrange for the Centre to receive their CCB component from Centrelink.
- Receive 10% discount on the days their child/ren attend care. This discount only applies when the staff member is working at the Centre. If accounts are not settled weekly or a payment plan is not in place, the children will not be able to attend the Centre. Consult **Fees Policy** for more information.
- Not be charged for childcare if they have been asked to volunteer additional time to the Centre. Free childcare is provided at the Director's discretion and may depend on the employee's contract or duties.
- Discuss routines, how to comfort the child if they see their parent, visits to the room etc. with their child's primary caregiver.
- Be placed in a different room to their child, particularly if their child is under 3 years of age.
- Refrain from bringing their children into staff spaces such as the staff or prep rooms.

#### Committee Members and Volunteers will:

- Understand their entitlements to care under the priority of access.
- Have their child placed on the waiting list if there are no vacancies immediately available.
- Understand that volunteering on-site or joining a committee will not result in a higher place on the waiting list for the volunteer or committee member's child.
- Understand they are not entitled to a discount while their children are accessing care. However, free care will be provided while committee members are attending committee business, if vacancies permit. Bookings must be pre-arranged.
- Be offered crèche if their duties take place outside of regular working orders, abiding by crèche guidelines (e.g. child is under 8 years old).

#### Other educators will:

- Ensure the staff who are parents form is filled in when commencing as a primary caregiver to a child with a parent who is a staff member.
- Convey information about the child's development, education and care as required for any other child requesting support where needed for conversations that may be sensitive.
- Avoid assuming knowledge or withholding information they would normally convey to a parent when speaking to a staff member who is a parent.

- Display sensitivity and understanding of their role as a secondary carer when the child's parent is present.

**EVALUATION:**

This policy is viewed to be working effectively when:

- Staff members', committee members' and volunteers' children are treated the same as other children attending the Childcare Centre.
- Staff are aware of the allowances and restrictions of having their children attend care

**National Quality Standards:**

6- Collaborative partnerships with families and communities

6.2.2.- Effective partnerships support children's access, inclusion and participation in the program

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre	Governing Council
1.1	January 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> <li>• NQF regulations</li> </ul>	K Cook	
2.0	January 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NSF regulations</li> </ul>	K Cook	Policy Review Committee
2.1	May 2014	Amended to match Centre practice Reviewed: May 2018	P Murray	

**Review:**

To be reviewed bi- annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Source:** *Childcare Service Handbook 2010-2011*

**Resource:** *Ocean View Children's Centre Policies 2010*