

Only Early Learning Centre



Recruitment and Induction of Staff Policy

Centre Policy Number 28

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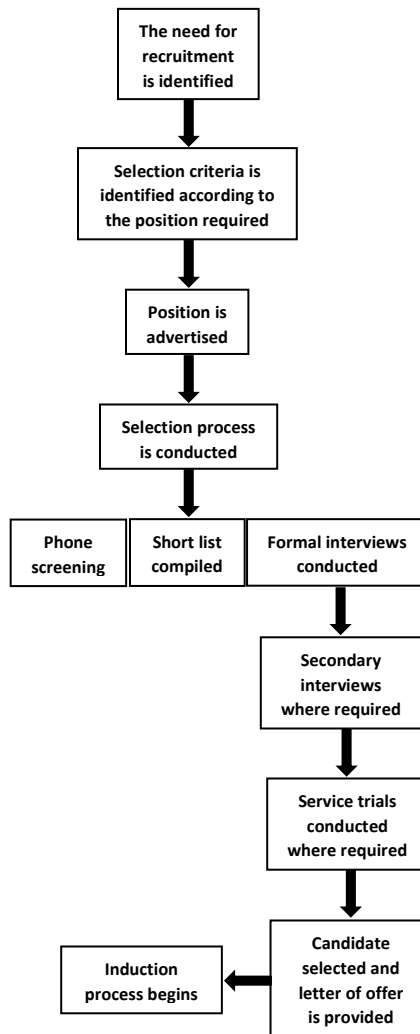
Aim

Only Early Learning Centre values the recruitment and selection of Early Education and Care Professionals and understands how this process effects the education and wellbeing of the children and families. Only Early Learning Centre aims to promote diversity and equity throughout this process and will conduct recruitment and induction in an ethical and legal manner. Throughout this process Equal Employment Opportunity Legislation, the Fair Work Act and the Children’s Services Award will be followed.

Who is affected by this policy

Children
Staff
Management

Recruitment Process Flow Chart



Identifying the need for Recruitment

The need for recruitment may occur in the event that:

- An Educator resigns from their position at the service or their contract is terminated
- Changes to Service Approval or other Regulatory Requirements in line with the Education and Care Service National Law
- The need for specialised skills, abilities or knowledge arises; for example, Early Childhood Teachers, Managers, Chefs or support workers

Selection Criteria

When seeking to recruit new employees, the following criteria will be determined and used to develop selection criteria for the position:

- Required qualifications including Early Childhood Teacher degrees, Diploma Qualification, Certificate III Qualification, or unqualified for potential Traineeship positions
- Child Protection requirements including Working with Children Checks
- Required personal attributes
- Required relevant experience
- Age requirements for the position
- Required references

Advertising Process

All employment positions will be advertised according to Equal Opportunity Legislation and will request applicants understand the selection criteria for the position. Only Early Learning Centre will determine where is the most appropriate for each position to be advertised. For each position, the relevant advertisement will include:

- Selection criteria
- An overview of the centre philosophy
- Accurate information about the requirements of the position
- Lists all qualifications and clearances required

All applicants will be required to attach a copy of their Resume, including references for review.

Selection Process

The selection process will be carried out by a member of the Management Team including the General Manager, Centre Director, Centre Assistant Director or Educational Leader, determined by the position to be filled. Each application will be evaluated in accordance with the selection criteria. Applicants that are not short listed, will be contacted via email and informed of their unsuccessful application.

Short listed applicants will be contacted via phone, and asked a series of questions including:

- Availability including days and hours that can be worked

- Qualifications and experience will be clarified
- Potential start date of employment

Each applicant will be asked the same questions and their responses noted. Following the phone screening process, it will be determined which applicants most meet the selection criteria. These applicants will be invited to the centre for a formal interview. Questions asked within the formal interview will include:

- Personal philosophy
- Personal goals within the industry
- Teamwork and leadership skills will be discussed
- Perspective on Education and Care

Following formal interviews, the Management Team will meet to determine the next action, which can include:

- Secondary interviews with another member of the Management Team
- In house trials
- Employment Offer

Letter of Offer

All successful candidates will be informed either in person at the conclusion of their interview, or via phone call, after all applicants have been interviewed. These successful candidates will be issued with a Letter of Offer that they will be required to sign and respond to. This Letter of Offer will include:

- A formal written offer of employment
- The official start date of employment
- The type of employment offered including full time, part time or casual
- Information about probation periods
- Weekly hours of work
- Remuneration information
- Termination of employment notice information
- Confidentiality information
- Agreement stipulations

Induction Process

All new employees will be required to visit the centre for a day, prior to their first day at the centre. During this day, employees will work alongside a member of the Management Team or a Senior Educator to complete the full Employee Induction Process. This process includes:

- Completing a Staff Details form
- Completing a Tax Declaration
- Provided with 2 x Only Education uniform shirts and uniform policy is explained
- Provided with a locker and labelled key
- Read over and sign formal Employment Contract

- Time spent with the service Educational Leader for an overview of program and planning requirements
- Go through complete Employment Description
- Go through complete Staff Induction Handbook
- Annual Leave and Personal Leave procedures explained
- Complete the Staff Induction Process, including:
 - A tour of all classrooms
 - Being introduced to all educators
 - Shown the Medical Risk Assessment wall and information
 - An overview of the service management of Allergies, Anaphylaxis and Asthma
 - An overview of important service procedures including:
 - Bed cleaning
 - Dummy procedure
 - Nappy change procedure
 - Soiled clothing procedure
 - A tour of the laundry area and an overview of procedures
 - An overview of safe chemical use and PPE
 - An overview of service Hazard Forms
 - An overview of service Risk Assessments
 - An overview of Hand Washing procedure
 - An overview of Supervision Stations
 - An overview of service Accident and Illness forms
 - Have weekly sign off and daily roster changes explained
- Complete the Safe Sleeping induction checklist

Following this Induction Process, new employees will attend for their first day of employment. A Senior Educator will work closely with all new employees throughout their first week to assist, guide and mentor.

All new employees will follow the Professional Learning Plan, outlined in the Performance Management Policy.

Sources

Anti Discrimination Act 1977 - <https://www.legislation.nsw.gov.au/#/view/act/1977/48/full>

Education and Care Services National Regulations

120 Educators who are under 18 to be supervised

126 Centre-based services – general educator qualifications

134 Requirement for early child hood teacher – centre-based services – more than 80 children

136 First Aid Qualifications

147 Staff Members

264 General qualifications for educators – centre-based services

Education and Care Services National Regulations

169 Offence relating to staffing arrangements

Fair Work Act 2009

National Quality Standards 2018

4.1.1 Organisation of educators

7.1.2 Management systems

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury

Date: 29th April 2020

Approved By: Kelly Williams

Date for Next Review: April 2021