



4-hr trial shift
Prior to Acceptance of work offer

Educator is invited to come for a 4-hour shift to meet the team interact with children observe and reflect on the possibility of working at On Your Marks Childcare Pty Ltd. Educator to sign in Visitor's book and complete a timesheet for payment purposes.

Candidate: _____

Position: _____

WWCC verified by _____

Supervisor _____

Please read and sign: -

1. Confidentiality Policy & Statement
2. Code of Conduct Policy & Statement
3. Medical Emergencies
4. Emergency Evacuation
5. Employee registration form (to be completed)
6. Timesheet (to be completed)

During the 4-hour trial shift educator is not allowed to: -

- Be alone with children at any point
- Administer any medication to children
- Change nappies
- Do cot checks
- Take any photographs of children
- Give any feedback to parents/guardians
- Answer the service's telephone
- Complete any incident forms

Initial:



QA 7 – Governance and Leadership - CONFIDENTIALITY

Links to the NQS:

QA4 - Element 4.2.2	Professional standards guide practice, interactions, and relationships
QA5 - Element 5.1.2	The dignity and rights of every child are maintained
QA6 - Element 6.1.2	The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child’s learning and wellbeing
QA7 - Element 7.1.2	Systems are in place to manage risk and enable the effective management and operations of a quality service
QA7 - Element 7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Policy Statement:

Operating an early childhood education and care service requires the collection of personal and sensitive information of prospective families, prospective staff members, casual workers, students, volunteers, and trades people.

The approved provider and management will recognise the responsibility it holds in which -

- I. information is made available to whom it is intended for only
- II. treating personal information as strictly confidential
- III. storing all information wisely and not easily accessible
- IV. having all the required information available to authorised officers or emergency services

On Your Marks Childcare Pty Ltd conducts its operations in a transparent manner but is committed to respecting the privacy of all stake holders.

Strategies and Practices

Privacy is highly regarded at all levels of our service. The whole team at On Your Marks Childcare Pty Ltd is bound by the following confidentiality practices set out by the Early Childhood Australia code of ethics:

In relation to children:

- ✓ Act in the best interest of all children

In relation to families:

- ✓ Maintain confidentiality and respect the right of the family to privacy

In relation to colleagues:

- ✓ Build collaborative relationships based on trust, respect, and honesty

In relation to communities:

- ✓ Promote shared aspirations amongst communities in order to enhance children’s health and wellbeing

In relation to students:

- ✓ Maintain confidentiality in relation to students

In relation to myself as a professional:

- ✓ Advocate in relation to issues that impact on my profession and on young children and their families

In relation to my employer:

- ✓ Support workplace policies, standards and practices that are fair, non-discriminatory and are in the best interests of children and families

In relation to the conduct of research:

- ✓ Ensure research in which I am involved meets standard ethical procedures including informed consent, opportunity to withdraw and confidentiality
- ✓ Ensure that images of children and other data are only collected with informed consent and are stored and utilised according to legislative and policy requirements

- Team members collecting personal information are given a copy of the Australian Privacy Principles poster and duty-bound to follow;
- A confidentiality is management personnel, staff members, students & regular volunteers, families and community members at initial engagement;
- All information shared with the service by a family is treated as confidential;
- All enrolment forms inclusive of specialist reports, employment agreements, business financial matters, and other sensitive information is securely stored in the main office;
- Keys to filing cabinets are kept by the approved provider;
- Main office is locked and only authorised personnel have access;
- Documents containing personal information are not left around in the play areas, administration spaces or any public space where they can be accessed by onlookers, including the following;
 - ✓ enrolment forms
 - ✓ observation forms
 - ✓ jotting notes with personal details
 - ✓ internal memos
- If parents request a report for specialist intervention, request must be brought to the attention of the director and report reviewed by the director prior to handing it to parent who will pass on the report to the specialist;
- On Your Marks Childcare Pty. Ltd. will **NOT** send out reports directly to intervention services unless requested by legal or regulatory authorities;
- Management and educators will ensure families have access to record of their child/ren only;
- Confidentiality contract is signed by
 - all staff
 - families
 - regular visitors
 - students
- Confidentiality policy is included in
 - ✓ Parent Handbook
 - ✓ Employee Handbook
 - ✓ Work experience Handbook
- Policy is reviewed on a yearly basis by all staff members to ensure continuous recollection of confidentiality expectations;
- Upon review, a copy of reviewed policy is circulated to everyone;
- Any centre mail received is passed on to the approved provider un-opened;
- Consent is required from management prior to sharing any information related to centre operations, its staff, and families enrolled;
- Records will be appropriately destroyed or disposed of after the elapse of the mandatory period of retention.

Photography

Parents give permission for the centre to take and display photographs of children while in care. Photographs are taken **ONLY** on centre devices. Photographs that will be displayed anywhere other than at the centre or on the closed group Facebook page require additional written permission from parents who are given a copy of the photograph, information about its use, and the reason for display.

Parents are allowed to take photographs of their child **ONLY** at day care. Educators on floor ensure that if parents are taking photographs of their children, they pull away the rest of the group. If two or more parents are friends and want their children photographed together at the centre, verbal consent by each parent is required.

Staff members will not upload centre photos on any of their personal social media accounts and will not comment on any uploads in connection with the service by third parties. If an upload is concerning the approved provider is to be informed immediately.

Sources: -

ACECQA

Early Childhood Education Code of Ethics

Confidentiality Statement Templates (image 111) Google search

PSC National Alliance - How to Series – How to Develop and Update Policies Successfully

Current On Your Marks Childcare, My Home Your Home FDC policies and procedures

oiac.gov.au – Australian Privacy Principles

CONFIDENTIALITY AGREEMENT – On Your Marks Childcare Pty Ltd

Statement

On Your Marks Childcare Pty Ltd takes confidentiality seriously. By signing this agreement, you agree to maintain confidentiality of all information that you may acquire during your engagement at the service. Privacy is a legislative requirement for organisations and we strictly abide to the National Privacy Principles set out by the Australian government.

Staff Members to agree and sign

All information attained during my employment with On Your Marks Childcare Pty Ltd is to be treated strictly private and confidential. No information is to be disclosed neither verbally, in writing or in any other form without permission from management.

I understand that any breach of this contract could be grounds for immediate dismissal and /or possible liability in any legal action arising from such breach.

I _____ have been provided with and read a copy of the Confidentiality policy dated _____ . I agree to: -

- I. Maintain all information received during my appointment with centre STRICTLY CONFIDENTIAL
- II. Obtain permission from management prior to sharing any children information with anyone
- III. Abide by the Confidentiality Policy always, even after termination of employment
- IV. Respect the privacy of families, staff members and other patrons of the service

Signature: _____

Date: _____

Australian Privacy Principles — a summary for APP entities
from 12 March 2014

Australian Government
Office of the Australian Information Commissioner

APP 1 — Open and transparent management of personal information
Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity
Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 — Collection of solicited personal information
Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 — Dealing with unsolicited personal information
Outlines how APP entities must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information
Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 — Use or disclosure of personal information
Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 — Direct marketing
An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 — Cross-border disclosure of personal information
Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers
Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

APP 10 — Quality of personal information
An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information
An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 — Access to personal information
Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information
Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.

**For private sector organisations,
Australian Government
and Norfolk Island agencies
covered by the Privacy Act 1988**

www.oaic.gov.au



QA 4 – Staffing Arrangements – CODE OF CONDUCT

Links to the NQS:

QA4 - ELEMENT 4.2.1	Management, educators, and staff work with mutual respect and collaboratively and challenge and learn from each other, recognising each other's strengths and skills
QA4 - ELEMENT 4.2.2	Professional standards guide practice, interactions, and relationships

Policy Statement

On your Marks Childcare Pty Ltd recognises the responsibility it holds in providing a safe environment and protecting the wellbeing of all children while they are in care. Staff at all levels, contractors, students, and volunteers abide by and model behaviours around children who are constantly observing and absorbing from adults they interact with.

Strategies and Practices

- All staff members, contractors, students, and volunteers are bound by the same code of conduct which aims at:
 1. Protecting and safeguarding children
 2. Compliance with all the relevant legislation
 3. Compliance with service's policies and procedures
 4. Protecting and safeguarding staff, contractors, students, and volunteers
 5. Compliance with our *All Inclusion, Equal Opportunity* approach
 6. Effective collaboration between staff, contractors, students, and volunteers
 7. Effective collaboration between educators and families
 8. Upholding the service's image
 9. Protecting the company's property and resources
- A copy of the code is given to all staff members, contractors, students and volunteers and a signed copy is stored in each individual file as acknowledgment and acceptance;
- The approved provider initials a signed copy of the code of conduct prior to form being filed away individually;
- Parents, guardians, and families are also given a copy of the code and their support in modelling behaviours while they are at the service is also sought;
- Any breaches to the code of conduct will be dealt with immediately. Depending on seriousness a breach will result in
 - on the spot verbal warning
 - a written warning
 - suspension without pay

and a subsequent breach will result with termination of engagement;

- A copy of code of conduct is available on the service's website and at administration counter;

- A reflective practice session is undertaken by all staff members once a year to ensure the code is being adhered to and a fresh Code of Conduct is signed at the end of the session;

The Early Childhood Australia Code of Ethics is also a basis of professional conduct followed by educators at On Your Marks Childcare Pty Ltd.

Sources: -

Office of children's Guardian

NSW Government – NSW legislation

One World for Children Pty Ltd Code of Conduct

Resources.workable.com



Code Of Conduct

I, _____ employee/contractor/student/volunteer/visitor endorse the below behaviour approaches to ensure the safety and wellbeing of children at On Your Marks Childcare Pty Ltd.

I undertake to –

- ✓ Conduct myself in a professional manner and uphold the rights of children when interacting, guiding, and supporting children
- ✓ Encourage children to express themselves and speak up if anything is bothering them and explain to them how and where to look for help if they need it
- ✓ Treat children, families, colleagues, contractors, students, volunteers, and other visitors of the service equally and with respect
- ✓ Value the culture, knowledge, expertise, and role of all persons engaging with the service
- ✓ Always be in good spirit, polite and engage a positive approach when interacting with children, families, colleagues, contractors, students, volunteers, and other visitors of the service
- ✓ Use appropriate speaking and body language and actively listen to children, families, colleagues, contractors, students, volunteers, and other visitors of the service at all times
- ✓ Ensure that at any time, the environment does not pose any risk of harm to children, families, colleagues, contractors, students, volunteers, and other visitors of the service
- ✓ Collaborate to provide a holistic approach of positive feedback and appropriate guidance in behaviour management
- ✓ Respect the privacy of all patrons of the service and abstain from posting on private social media, comments and information or photographic images obtained at the service
- ✓ Look after the property of the company and not misuse any resources
- ✓ Abide by my reporting obligations and bring to the attention of the approved provider any inappropriate behaviour observed that breaches this code of conduct
- ✓ Respect the role of authorities and collaborate with them in all aspects of the service's operations
- ✓ Be honest, open, and transparently discuss any concerns and/or complaints received at the service

Educators are also further obliged to:-

- ✓ Be punctual and on time to ensure the service is always in ratio regulations compliance
- ✓ Give plenty of notice of any planned holidays and/or days off
- ✓ Collaborate with parents and respect their decisions in regard to their children's wellbeing, growth, and development
- ✓ Set and adhere to boundaries between myself and children/families and ensure no favouritism or other matters that may bring about conflict of interest

Signature _____

Date _____

Approved Provider

Medical Emergencies

Dealing with Medical Emergency policy will be available once employment commences.

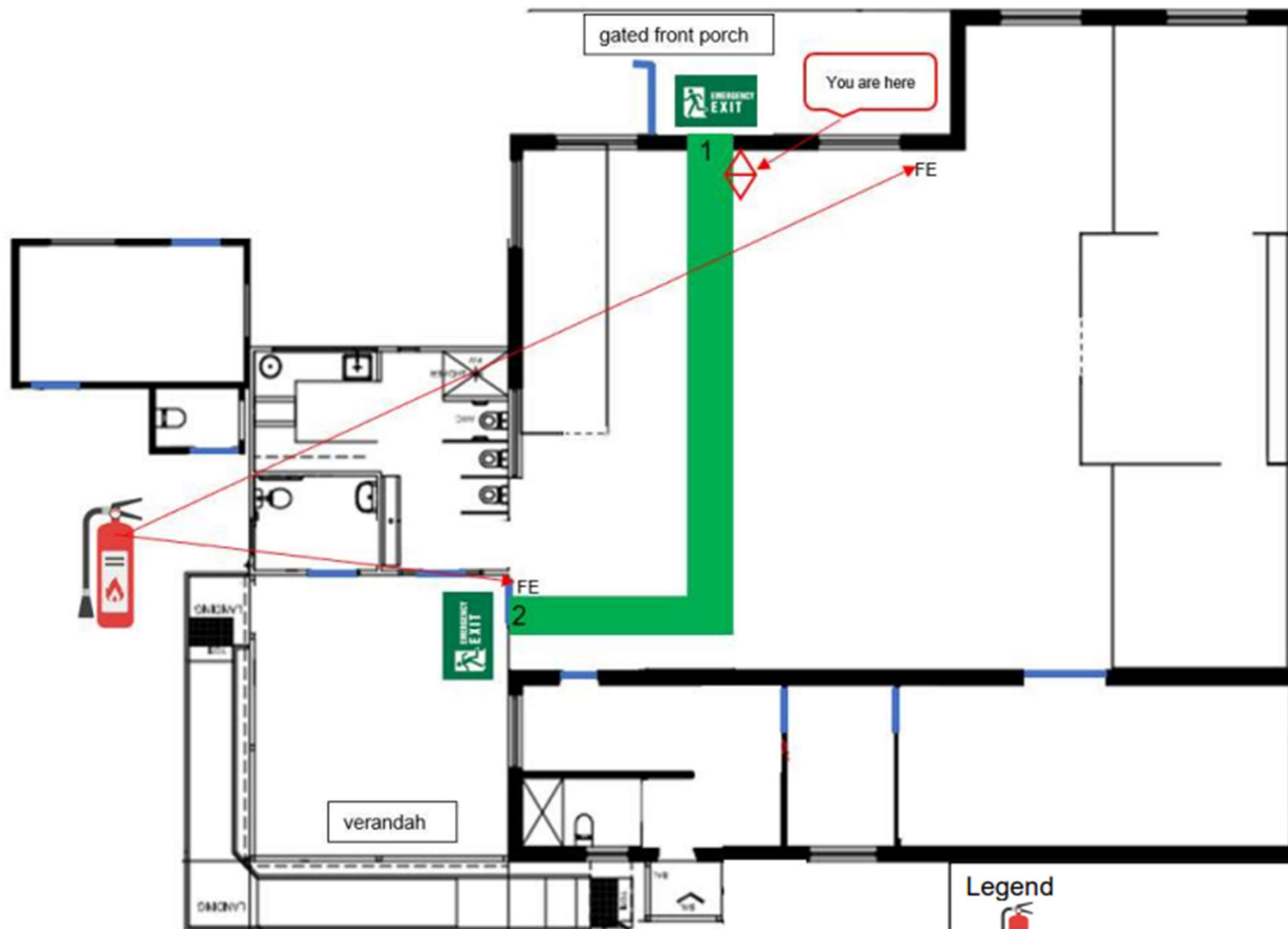
The service is NUT and EGG free due anaphylaxis to food allergies in children.

We also have several children who have asthma.

Children who have eczema and some who have their own sun cream.

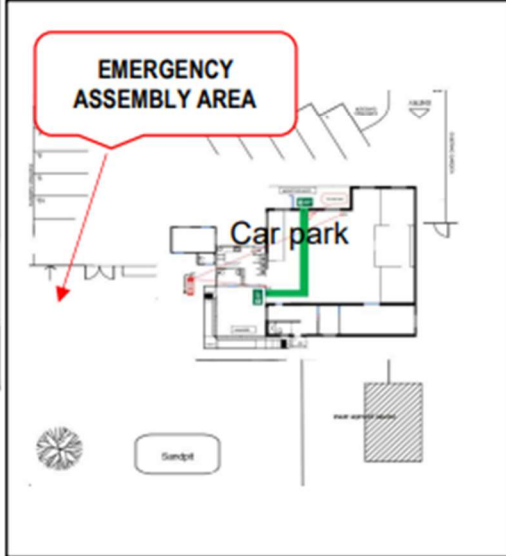
Some educators are at risk of anaphylaxis (unknown allergen).





Emergency hotline: **000**
 Vincentia Bay Medical: **4443 9888**
 Poisons Information Centre: **131126**
 Approved provider: **0492986475**
Fire Emergency:
Remove everyone from immediate danger
Alert people in the nearby area, raise alarm
Contain the fire if safe to do so
Extinguish the fire only if trained & safe to do so
Evacuation Procedure:

1. Sound alarm
2. Guide children to safest exit
3. Head count
4. Grab required equipment
5. Head to emergency assembly area
6. Head count
7. Keep children calm
8. Call Emergency services
9. Head count
10. Wait for ALL CLEAR instructions

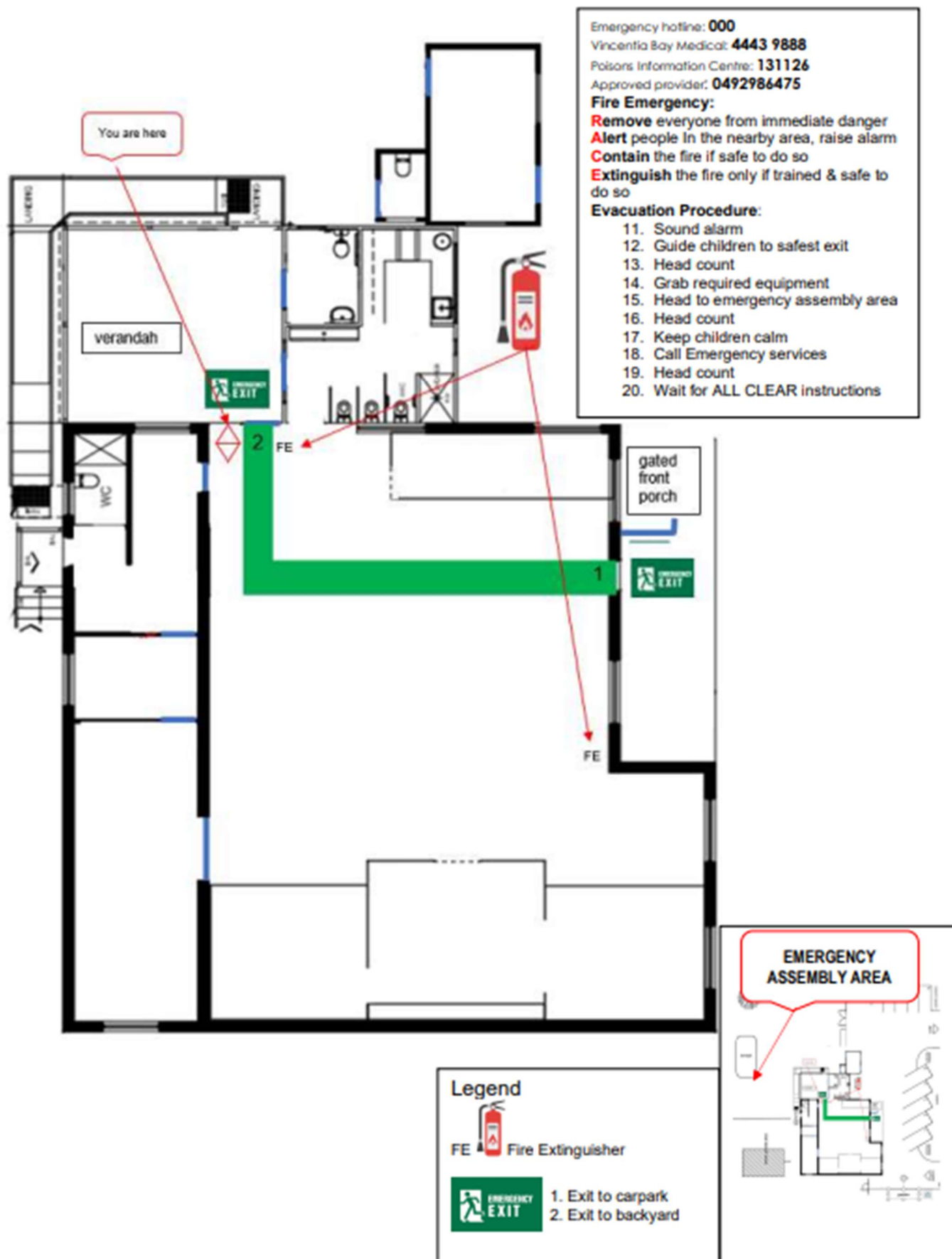


Legend

FE  Fire Extinguisher

 **EMERGENCY EXIT**

1. Exit to carpark
2. Exit to backyard



New Employee Information

Title: Last name: First name:
Date of birth: / / Gender:

Residential address

No./Street:
Suburb: Postcode:

Contact information

Email address:
Mobile phone: Home phone:

Payment details

Tax File No.: Tax Declaration Completed?
Account No.: BSB:
Super fund name: Super USI:
Super Member No.:

Medical Information

Please provide any details of existing medical condition and action plans/relevant documents supplied by your doctor.

ADMIN USE ONLY

Employee entered by: Date:

Notes/comments:

Sign: Approved provider sign:



Weekly Timesheet

Employee Name: _____

Room: _____

Week Ending: _____

	Date	Standard Hours			Break			Total
		In	Out	Hrs	In	Out	Hrs	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total								

	Date	OVERTIME			Reason	Approved by:
		In	Out	Hrs		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total						

Administration

Processed by: _____

Signature: _____

Date: _____

Comments: _____

Approved Provider

Signature: _____

Comments: _____