



Saints Academy
FOR THE WHOLE OF LIFE

Staff, Students and Volunteers Policy

POLICY STATEMENT

Our service believes that educators are the most valuable asset to the quality of care provided and that employing and retaining high quality educators is imperative. We aim to employ the best possible educators and ensure they are fit and proper persons for employment in our outside school hours care service.

The safety, welfare and wellbeing of children is paramount. All decisions, actions and employment practices relating to staff, students, volunteers and visitors are guided by the principle that the best interests of the child must always come first (paramountcy).

SPCC Saints Academy is committed to maintaining a child safe culture and has zero tolerance for child abuse, neglect, grooming or harm. The service implements robust child safe recruitment, screening, induction, supervision and professional development practices in accordance with:

- NSW Child Safe Standards
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Child Protection (Working with Children) Act 2012 (NSW)
- Education and Care Services National Law and Regulations

A flexible, harmonious working environment is maintained, ensuring the rights of employees are met at all times with educators employed under the appropriate awards and conditions. An orientation process is conducted for all employees to ensure they are aware of the values, child safe practices and expectations of the service.

Educators receive clear guidelines regarding professional conduct, child safe behaviour and ethical responsibilities, and are encouraged and supported to further their skills via professional development opportunities. Grievances are addressed quickly and effectively with confidentiality practised at all times.

All educators, volunteers, students and visitors will be informed of their expectations and requirements related to child safety, professional boundaries and the proper care of children. Positive and open communication between all parties is encouraged.

(National Quality Standards 4.2, 7.1, 7.2 and 7.3)

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All staff, students and volunteers must conform to the arrangements, hours and ethical standards of the service, upholding the philosophy and Christian ethos.

NOMINATED SUPERVISOR / RESPONSIBLE PERSON

SPCC Saints Academy acknowledges its obligation to appoint one or more individuals as Nominated Supervisor/s (National Regulation 24) following a determination of the person's suitability, integrity and child safety capacity to act as the Responsible Person in charge of the day-to-day operations of the service.

In the absence of a Nominated Supervisor, other educators deemed suitable and appropriately qualified may be appointed as the Responsible Person.

PROCEDURE

In determining a person's suitability to act as Nominated Supervisor or Responsible Person, the Approved Provider will ensure the person:

- Is 18 years or over.
- Has adequate knowledge and understanding of education and care for children (qualifications, skills and experience).
- Demonstrates a clear understanding of child safety, mandatory reporting and professional boundaries.
- Has the ability to effectively supervise, manage and lead an education and care service in a child safe manner.
- Holds a valid NSW Working with Children Check (WWCC), verified and monitored.

Written consent will be obtained from individuals appointed as Nominated Supervisor, and notification provided to the Regulatory Authority via the NQA IT System in accordance with Regulations 35 and 173.

If uncertainty or concern arises regarding a person's compliance or child safety history, the Approved Provider will contact the Regulatory Authority or relevant agency to confirm suitability. If any matter arises that affects a person's capacity to meet child safety or regulatory requirements, their suitability will be reassessed immediately.

RESPONSIBILITIES OF THE NOMINATED SUPERVISOR

Nominated Supervisors are responsible for ensuring compliance with the National Law, National Regulations and the NSW Child Safe Standards, including ensuring that:

Supervision and Safety of Children

- Children are adequately supervised at all times
- Children are protected from harm, hazards, inappropriate discipline or misconduct
- Allegations or concerns relating to child safety are responded to promptly and appropriately

Entry and Exit from Premises

- Unauthorised persons are not present at the service unless under direct supervision
- Children do not leave the premises except in accordance with National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)
- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Regulations, or
 - the supervisor is aware the parent is prohibited by a court order from having contact with the child (regulation 99)
 - ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision (section 170).

Education Programs

- Based on and delivered in accordance with an approved learning framework.
- Cater for the developmental needs, interests, and experiences of each child.
- Designed to take into account the individual differences of each child (section 168).

Food and Beverages

- Cater for the developmental needs, interests, and experiences of each child.
- Designed to take into account the individual differences of each child (section 168).
- Ensure adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children (regulation 77)
- Ensure children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day (regulation 78)

- Ensure that, where food and beverages are supplied by the service, they are:
 - nutritious and adequate in quantity
 - chosen with regard to the dietary requirements of individual children (regulation 79) ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents (regulation 80)

Administration of Medication

- Ensure that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations (regulations 93-96)
- Where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable (regulation 94)

Prescription and Non-Prescription Drugs and Alcohol

- While educating and caring for children at the service, all staff must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children (regulation 83)

Sleep and Rest

- Take reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children (regulation 81)

Excursion

- Ensure that a risk assessment is conducted before an excursion in accordance with the National Regulations (regulations 100-101), and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion (regulation 102)

Staffing

- Ensure the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role (regulations 123 - 128)

EDUCATIONAL LEADER

SPCC Saints Academy acknowledges the Educational Leader's influential role in promoting positive outcomes for children, educators and families. Educational leadership must support safe, respectful, inclusive and child-centred practices, aligned with approved learning frameworks and child safe principles.

Procedures Determining an Educational Leader

- When selecting an educational leader, the following skills, knowledge and attributes will be considered:
 - Communication and interpersonal skills.
 - Comprehensive knowledge of theory relating to childhood education and care, professional standards and approved learning frameworks, and an understanding of evidence-based best practice approaches to teaching and learning Knowledge of leadership theory and the use of a range of leadership styles.
 - Critical thinking skills, including the ability to analyse and challenge conventional practice and ideas.
 - A willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience.
 - A commitment to learning and participating in professional development.

Responsibilities

The Educational Leader is responsible for:

- Collaborating with educators and provide curriculum direction and guidance.
- Supporting educators to effectively implement the cycle of planning.
- Lead the development and implementation of an educational program in the service.
- Ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks.
- **The Educational Leader also has a role in:**
 - Guiding and developing educators and families understandings about play and leisure-based learning.
 - Building the knowledge, skills, and professionalism of educators.
 - Building a culture of professional inquiry with educators, coordinators, and staff members to develop professional knowledge, reflect on practice and generate new ideas.

RECORD OF RESPONSIBLE PERSON

A record of the Responsible Person on duty will be maintained and displayed in accordance with National Regulations. Records will be retained in line with legislative requirements. The name and position of the Nominated Supervisor will be displayed on the Prescribed Information Sheet so that it is easily visible to anyone attending the service. Given that the Responsible Person in charge may change throughout the day (for example, at a changeover of shifts/excursions), there will be a temporary display (for example, on a whiteboard or interchangeable nameplate) at the entrance/foyer of the service. A record of the Responsible Person must be kept until the end of 3 years after the staff member works for the service (Section 162, Regulations 150. 177). Such records shall be kept onsite for one year and at provider premises thereafter.

RECRUITMENT

Child Safe Recruitment

SPCC Saints Academy applies child safe recruitment practices to ensure only suitable and appropriate persons are engaged in child-related work.

Our child-safe recruitment practices, include a requirement for reasonable enquiries to be made about whether a prospective staff member at the service is subject to a suspension notice, supervision notice, prohibition notice or enforceable undertaking.

Our ongoing child-safe employment practices, include a requirement for reasonable enquires to be made about whether a staff member at the service is subject to a suspension notice, supervision notice, prohibition notice or enforceable undertaking.

Recruitment processes include:

- Position descriptions and advertising that clearly state the service's commitment to child safety
- Interview questions that assess applicants' understanding of:
 - Child safety and wellbeing
 - Mandatory reporting obligations
 - Professional boundaries and appropriate conduct
- Verification of identity, qualifications and employment history.

- At least two referee checks, including questions relating to the applicant's suitability to work with children
- Verification of a valid NSW WWCC prior to commencement.
- Mandatory National Early Childhood Worker Register is updated and maintained on NQA ITS. This is to manage and update staff details who are employed or engaged to work at Saints Academy.
- 'Register of prohibited persons and suspended educators' search undertaken on ACECQA NQA ITS system.
- 'Prohibited notice declaration for prospective staff members' signed by new employee.
- When employing Nominated Supervisors, a National Police Check is also required, verified and certified prior to appointment.

Employment offers are conditional upon satisfactory completion of all screening and suitability checks.

STAFF ORIENTATION

All new staff will complete a comprehensive induction that includes:

- Child Safe Standards and Code of Conduct
- Mandatory reporting obligations
- Recognising and preventing grooming and abuse
- Professional boundaries and ethical behaviour
- Relevant policies and procedures
- Completion of mandatory Child Safety training, within 14 days, as is a regulatory requirement

Ongoing training and refresher education in child safety and safeguarding will be provided and documented.

VOLUNTEERS, STUDENTS AND VISITORS

Volunteers and Students

- Must comply with WWCC requirements where applicable
- Must complete a modified child safety induction
- Must never be left alone with children
- Are supervised at all times
- Are not included in educator-to-child ratios (except excursions where permitted)
- Must adhere to confidentiality, professional boundaries and behavioural expectations

Visitors

All visitors must:

- Sign in and out
- Be supervised where children are present
- Comply with service expectations for child safety and conduct

Unwelcome visitors will be asked to leave. Police may be contacted if required.

REPORTING AND PARAMOUNTCY

Any concerns, disclosures, allegations or incidents relating to child safety must be reported immediately to the Nominated Supervisor or Approved Provider.

Where a conflict arises between the interests of an adult and the safety, welfare or wellbeing of a child, the child's best interests take precedence.

LEGISLATION AND STANDARDS

- NSW Child Safe Standards
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Child Protection (Working with Children) Act 2012 (NSW)
- Education and Care Services National Law and Regulations
- National Quality Standard: 7.1.2, 7.1.4, 7.1.5
- My Time, Our Place