

Croydon Central Kindergarten Inc.

Qualified Staff Policy

1. Authorisation

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on Wed 12th August 2009.

2. Review Date

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

3. Scope

This policy applies to staff and the Committee of the Croydon Central Kindergarten Inc..

4. Background and Relevant Legislation

- Children's Services Regulations 1998: It is a requirement of the Children's Services Regulations 1998 that a policy on the employment of qualified staff be available for inspection at the Croydon Central Kindergarten Inc. at all times that the service is operating.
- Children's Services Act 1996.

5. Definitions

AECA: Australian Early Childhood Association.

DHS: Department of Human Services.

Qualified Staff: A staff member who holds a qualification that is acceptable under regulation 25 in the Children's Services Regulations 1998.

To be considered qualified for the purposes of the 'Regulations', a staff member must either:

- Hold one of the qualifications approved by the Secretary of the Department of Human Services and included in the list of early childhood qualifications for children's services in the *DHS Children's Services Licensing Operational Guide*.

OR

- Hold a qualification assessed as equivalent to those included in the List of Early Childhood Qualifications for Children's Services by AECA.

OR

- Hold a qualification recognised under (special provisions) in the Regulations for existing staff employed in a children's service as of 1 June 1998.

6. Policy Statement

Values

Croydon Central Kindergarten Inc. has a commitment to the employment of early childhood qualified staff, compliant with the Children's Services Regulations 1998 (the 'Regulations') and the Children's Services Act 1996 (the 'Act').

Purpose

To employ qualified staff at Croydon Central Kindergarten Inc. who meet the requirements set out in the Act and the Regulations.

To employ early childhood teachers in funded preschool programs whose qualifications meet the requirements of the DHS preschool funding criteria.

7. Procedures

Croydon Central Kindergarten Inc. will employ qualified early childhood trained teachers within funded preschool programs, in accordance with the requirements contained in the DHS preschool funding criteria.

For all other programs, Croydon Central Kindergarten Inc. will employ qualified staff who hold a qualification that is acceptable under regulation 25 of the Children's Services Regulations 1998.

All overseas and interstate qualifications not listed in the DHS Licensing and Operational Guide must be assessed by AECA, to ascertain whether they meet the requirements for a qualified staff member in a children's service.

8. Key Responsibilities and Authorities

The Committee as the licensee is responsible for ensuring that Croydon Central Kindergarten Inc.:

- Employs qualified staff that meet the requirements set out in the Act and the Regulations.
- In funded preschool programs, employs qualified staff that meets the requirements of the DHS preschool funding criteria.

9. Resources and Support

DHS

Children's Services Licensing Operational Guide (This contains a list of the qualifications acceptable for a qualified staff member in a children's service, which is updated periodically).

DHS preschool funding criteria (This contains a list of the qualifications acceptable for a teacher in a funded preschool).

AECA

9-11 Stewart Street Richmond 3121 Telephone 9427 8474.

10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6. Policy Statement', the Committee will periodically check that only appropriately qualified staff have been employed.