



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 4: STAFFING ARRANGEMENTS

STAFF SELECTION POLICY

Date Approved: 13/9/12

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
- Children (Education and Care Services) Supplementary Provisions Act 2011

Link to: National Quality Standard: 4.2, 7.3,7.4.
Education and Care Services National Regulations 2011: 173, 168(2)(i)

Introduction

Jumbunna has a transdisciplinary team of teachers, therapists, aides, administration and support staff. Jumbunna will promote a positive working environment by respecting and valuing the skills and diversity of all staff employed.

Jumbunna will manage its human resources to maximise the outcomes for the children and families and in doing so will create a safe and satisfying working environment for its staff.

ACTIONS - What we are going to do?

- Have a planned recruitment, selection and induction process.

PROCEDURES - How it will be done?

- Follow the flow chart for recruitment requisition.
(This includes acknowledging the need for a new staff member; advertising; receiving applications and assessing them against the selection criteria; interviewing those who meet criteria; ring referees; job offer to successful applicant and thankyou letters for unsuccessful applicants. See attached)
- The successful applicant signs a written contract which includes job description, obligations, and commencement date, hours of employment, Award conditions, rate of pay, leave entitlements and any legislation requirements.
- All new employees will be on a six (6) months probationary period. During which they will be assigned a mentor to support their learning.
- Each staff member will be given a staff handbook with all the relevant policies. They will sign an Induction Workplace Performance Checklist that they have read and understood them and/or be trained in the policy/procedure.
- The new staff member will meet with the General Manager at the end of week 1, 3, 6 and 12 to gain feedback from them and give feedback to them on their performance.
- On the completion of the six (6) month induction the staff member will be given notice that their employment is going to continue or cease.
- Support will continue to happen through individual meetings, staff meetings, appraisals, external professional development, staff newsletters.

The Approved Provider will:

- Ensure Nominated Supervisor follows the correct procedure

The Nominated Supervisor or delegated authority will:

- Ascertain the need for recruitment through consultation
- Follow the Recruitment Requisition flow chart
- Ensure a contract including the job descriptions is signed.
- Ensure the probationary period is implemented with all supports in place.
- Ensure the staff member is aware when the probationary period is over and the outcome.

Evaluation

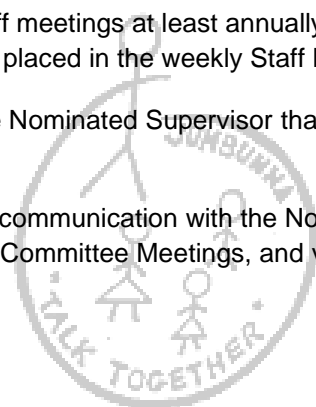
A suitable staff member is employed and is actively participating in the transdisciplinary team.

Jumbunna will create and sustain an environment in which staff develop their skills and competencies and are able to co-operate to provide a service which meets the aims and objectives of the service and addresses the needs of the children and their families.

This policy is read and discussed at staff meetings at least annually with a copy in each Staff Handbook. Regular reminders of policy content are placed in the weekly Staff Newsletter.

The Approved Provider delegates to the Nominated Supervisor that all policies and procedures meet the regulations and are followed.

The Approved Provider ensures this by communication with the Nominated Supervisor by informal and formal avenues (e.g. verbal discussion, Committee Meetings, and viewing required paperwork).



DOCUMENTATION

| Documents related to this policy | |
|---|--|
| Related policies | |
| Forms, record keeping or other organisational documents | |

| Policy Name: | Staff Selection | Policy Number: | |
|----------------|---|----------------|---------------------|
| Date Approved: | 24 August 2023 | Approved By: | Board of Management |
| Date Issued: | 31 August 2023 | Review Date: | 30 June 2024 |
| Version 1.5 | This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022 | | |