
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDREN'S SERVICES	Pages: [03] Version No: [03] Date: [01/01/2011]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: RELIEF STAFF</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management

## 2. Policy Statement

The YMCA aims to continue the quality of care in the centre by the employment of fit and proper persons for relief staff.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Child Protection Policy
- 3.2. Conditions of Employment Policy
- 3.3. Duty of Care Policy
- 3.4. Professionalism Policy
- 3.5. Staff Ratios Policy
- 3.6. Staff Orientation Policy
- 3.7. Staff Selection Policy

## 4. Responsibilities & Delegations



- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Prohibited Employment Legislation

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.



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## PROCEDURES

- The centre will employ relief staff on a casual basis to fill short-term vacancies or staff absences.
- The Coordinator will keep a register of relief staff, which will be maintained and updated regularly.
- A file recording experience, qualifications, Prohibited Employment Declaration and completed Working with Children Check, will be kept with the register.
- Unsuccessful applicants for positions vacant who seem suitable will be asked if they would like to be placed on the relief staff list.
- Unless in an emergency, all relief staff will need to have been through an interview with the Coordinator, have referees and references checked, and are deemed a fit and proper person to care for the children.
- When no one from the centre's list is available to fill the position, the Coordinator may contact another Out of School Hours centre to employ someone they recommend from their relief list.
- When necessary to employ relief staff prior to the checking process being completed, work requirements will be modified to include additional supervision of relief staff or limiting their direct access to children.
- Appropriate job descriptions will apply to all relief staff.
- The Coordinator will, where possible, provide a modified induction to the centre which will include a tour of the centre, introductions to staff, a copy of the staff handbook, job description for relief staff, code of conduct and copies of relevant policies. The Coordinator will ensure that they are fully aware of their duties and the centre's expectations.
- Relief staff must adhere to all areas of confidentiality.
- Relief staff that will be collecting children from school will be given clear instructions as to the meeting place, list of children to be collected, special centre identification badge (so the children know they may go with that person) and a copy of the procedure for missing or absent children.
- All relief staff will be paid the appropriate wage and minimum hours as outlined for casual staff under the relevant award.

## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011

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I endorse the Relief Staff Policy.

Name: Anne-Mary Nolan  
Children's Services Program Manager

Signature: 

Date: 10 January 2011

Name: Liam Whitley  
General Manager Children's Services

Signature: 

Date: 10 January 2011

