

Young Einstein Discovery Preschool

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YEDP_Staffing_Policy and Procedures

Staffing Policy and Procedures

Rev	Date	Revision Details	By
A0	12/08/2022	Initial Draft	MP
A1	14.8.25	Prohibition of vaping in service environments Service environments must already be free from the use of tobacco, illicit drugs and alcohol. Reformatted document.	MP

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
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YEDP_Staffing_Policy and Procedures			

TABLE OF CONTENTS

Policy Statement	4
Background	4
Legislative requirements	5
Related Policies	7
Purpose	8
Scope	9
Procedures	9
Professional Standards	9
Code of Conduct:	9
Respect for People and the Preschool	9
Staff Expectations	10
Leadership and Management Responsibilities	11
Reporting a Breach	11
Conflict Management	11
Staff Complaints	12
Confidentiality	12
Record Keeping	13
Duty of Care	13
Social Media	13
Use of Substances and Restricted Items	14
Dress Code and Personal Hygiene	14
Technology and Communication	14
Volunteers and Students	15
Staff Meetings and Training	15
Disciplinary Action and Dismissal	15

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Code of ethics:	16
In relation to children, I will:	16
In relation to families, I will:	17
In relation to colleagues, I will:	17
In relation to the profession, I will:	18
In relation to community and society, I will:	19
Review	19
Rolls And Responsibilities	21
References	26

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Policy Statement

Our preschool is committed to meeting all regulatory requirements relating to staffing. This includes:

- Maintaining professional standards that guide and support our educational practices.
- Ensuring a Nominated Supervisor or Responsible Person is present at all times to provide effective supervision and management of the Service.
- Providing volunteers and students with appropriate induction, training, and ongoing support to enable them to contribute positively and safely to our learning environment.

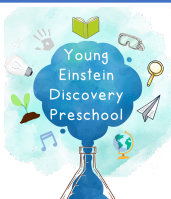
We uphold these commitments to ensure the safety, wellbeing, and educational development of every child, and to maintain compliance with the Education and Care Services National Law and Regulations and the National Quality Standard (NQS).

Background

The Education and Care Services National Regulations require approved services to have clear policies and procedures in place in relation to staffing arrangements.

These regulations specify:

- Minimum educator-to-child ratios.
- Qualifications and training requirements for educators.
- The presence of a Nominated Supervisor or Responsible Person at all times.

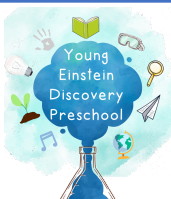
	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

- Clear processes for the induction and supervision of volunteers and students.

This policy outlines the procedures our Service follows to meet these requirements and to ensure the highest quality of care and education for children in our program.

Legislative requirements

Section/Regulation	Description
Section 56	Notice of addition of nominated supervisor
Section 56A	Notice of change of a nominated supervisor's name or contact details
Section 161	Offence to operate education and care service without nominated supervisor
Section 161A	Offence for nominated supervisor not to meet prescribed minimum requirements
Section 162	Offence to operate education and care service unless responsible person is present
Section 162A	Persons in day-to-day charge and nominated supervisors to have child protection training
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

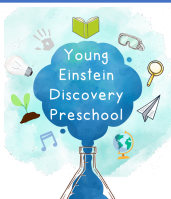
Section 168	Offence relating to required programs
Section 169	Offence relating to staffing arrangements
Section 170	Offence relating to unauthorised persons on education and care service premises
Section 172	Offence to fail to display prescribed information
Section 173	Offence to fail to notify certain circumstances to Regulatory Authority
Section 175	Offence relating to requirement to keep enrolment and other documents
Regulation 35	Notice of addition of new nominated supervisor
Regulation 82	Tobacco, drug and alcohol-free environment
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law
Regulation 117A	Placing a person in day-to-day charge
Regulation 117B	Minimum requirements for a person in day-to-day charge
Regulation 117C	Minimum requirements for a nominated supervisor
Regulation 123	Educator to child ratios—centre-based services
Regulation 125	Application of Division 4
Regulation 126	Centre-based services—general educator qualifications

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Regulation 136	First aid qualifications
Regulation 145	Staff record
Regulation 146	Nominated supervisor
Regulation 147	Staff members
Regulation 148	Educational leader
Regulation 149	Volunteers and students
Regulation 150	Responsible person
Regulation 155	Interactions with children
Regulation 156	Relationships in groups
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 173	Prescribed information to be displayed
Regulation 174	Time to notify certain circumstances to Regulatory Authority

Related Policies

Document Name	Title
YEDP_Incident, injury, trauma and illness_Policy and Procedures	Incident, injury, trauma and illness

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

YEDP_Dealing with medical conditions in children_Policy and Procedures	Dealing with medical conditions in children
YEDP_Emergency and evacuation_Policy and Procedures	Emergency and evacuation
YEDP_Delivery of children to, and collection of children from, education and care service premises_Policy and Procedures	Delivery of children to, and collection of children from, education and care service premises
YEDP_Excursions_Policy and Procedures	Excursions
YEDP_Providing a child safe environment_Policy and Procedures	Providing a child safe environment
YEDP_Interactions with children_Policy and Procedures	Interactions with children
YEDP_Enrolment and orientation_Policy and Procedures	Enrolment and orientation
YEDP_Governance and management of the service_Policy and Procedures	Governance and management of the service
YEDP_Dealing with complaints_Policy and Procedures	Dealing with complaints
YEDP_Safe transportation of children_Policy and Procedures	Safe transportation of children

Purpose

Our preschool aims to establish a common understanding of the workplace standards expected of all employees. We are committed to fostering positive, respectful working relationships between educators and management, upholding dignity and respect, and avoiding behaviours that could be perceived as harassing, bullying, or intimidating.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
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YEDP_Staffing_Policy and Procedures			

All interactions must be conducted ethically, positively, and in line with the preschool philosophy, the Education and Care Services National Law and Regulations, and the National Quality Standard (NQS).

Scope

This policy applies to all children, families/guardians, staff, students, volunteers, and visitors of the Service.

Procedures

Professional Standards

- All staff, students, and volunteers must complete induction and training on our policies, procedures, Code of Conduct, and the Early Childhood Australia Code of Ethics.
- All employees must sign an employment agreement confirming their commitment to follow these policies, procedures, and codes at all times.

Code of Conduct:

Respect for People and the Preschool

Staff must:

- Commit to Preschool Philosophy and values.
- Plan and implement learning experiences aligned with the Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline.
- Follow best practice in early childhood education, as guided by the Approved Provider and Educational Leader.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

- Build and maintain positive relationships with children, families, and colleagues.
- Engage in open, respectful communication at all times.
- Avoid any behaviour—verbal, non-verbal, written, or online—that could be considered aggressive, abusive, threatening, discriminatory, or intimidating.
- Promote the safety, health, and wellbeing of all children, families, staff, and visitors.
- Contribute to an inclusive workplace that values diversity and equal opportunity.

Staff Expectations

Staff must:

- Supervise children at all times, ensuring compliance with educator-to-child ratios.
- Carry out work duties professionally, effectively, and harmoniously.
- Give their full attention to responsibilities while at work.
- Act honestly and ethically in all preschool operations.
- Follow all lawful directions, seeking clarification from the Nominated Supervisor or Approved Provider if unsure.
- Be familiar with preschool policies and procedures and seek guidance when uncertain.
- Work collaboratively and courteously with colleagues, students, visitors, children, and families.
- Maintain confidentiality about children, families, and the Service.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

- Serve as positive role models for children.
-

Leadership and Management Responsibilities

In addition to the above, leaders and management must:

- Create a collaborative, inclusive, and positive work environment.
 - Promote professional growth and provide constructive feedback.
 - Model professional behaviour at all times.
 - Establish clear communication systems and consult staff in decision-making.
 - Take prompt action in response to breaches of the Code of Conduct.
-

Reporting a Breach

- All staff must maintain a current Working with Children Check (Blue Card).
 - Suspected criminal activity must be reported immediately to management.
 - Any risk of harm to a child must be reported without delay.
 - Concerns about inappropriate behaviour involving a child must be reported directly to the Nominated Supervisor or Approved Provider.
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	Young Einstein Discovery Preschool	Document Owner:	Service Provider
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YEDP_Staffing_Policy and Procedures			

Conflict Management

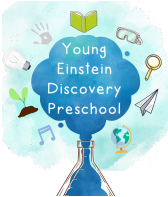
- Management will remain impartial and address potential breaches promptly.
 - Investigations will be fair, consistent, and transparent.
 - Decisions will consider legality, alignment with policies, and avoidance of conflicts of interest.
-

Staff Complaints

- Complaints should first be raised with management in writing via yedp@outlook.com.au.
 - A meeting will be arranged to discuss the matter, and minutes will be recorded.
 - Complaints will be resolved within a reasonable timeframe and handled confidentially.
 - If unresolved, matters may be escalated to the Regulatory Authority or Fair Work Ombudsman.
-

Confidentiality

- Staff must not disclose confidential information without legal authorisation or management approval.
- Confidential information must be stored securely and accessed only by authorised persons.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
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		Last Revision Date:	14.8.25
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YEDP_Staffing_Policy and Procedures			

Record Keeping

- All records must be accurate, complete, and compliant with National Regulations.
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Duty of Care

- Staff must take reasonable care for their own health and safety and that of others.
 - Duty of care extends to both physical and psychological wellbeing.
 - Staff must take all reasonable steps to protect children from foreseeable harm.
-

Social Media

- Only the Approved Providers may manage the official preschool Facebook page.
 - Personal social media accounts must not be used to post negative or confidential information about the Service.
 - Profile photos must be professional if linked to the Service.
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	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
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		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Use of Substances and Restricted Items

- Smoking, vaping, alcohol, and illegal drugs are strictly prohibited on preschool premises.
 - Staff must not work under the influence of alcohol, drugs, or impairing medication.
 - Controlled medication use that may impact safety must be reported to the Nominated Supervisor.
-

Dress Code and Personal Hygiene

- Clothing must be professional, practical, clean, and suitable for working with children.
 - Shoes must be flat, and safe for active duties.
 - Hair must be tied back, and personal hygiene maintained to a high standard.
-

Technology and Communication

- Personal phone calls on preschool phones are only permitted in emergencies.
- Mobile phones must be silent during work hours and used only on breaks or in emergencies.
- Preschool email accounts are for work purposes only.
- Passwords and access credentials must be kept secure.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Volunteers and Students

- Volunteers and students must sign in and out using the Xplor App.
 - They are not to be left alone with children and are not counted in educator-to-child ratios.
 - All must complete an induction covering policies, the Preschool Philosophy, Code of Conduct, and Code of Ethics.
-

Staff Meetings and Training

- Attendance at monthly staff meetings is mandatory unless leave is approved.
 - Those unable to attend must review meeting materials and complete tasks.
 - Mandatory training (e.g., child protection, first aid, CPR) must be kept up to date.
-

Disciplinary Action and Dismissal

- Breaches of this policy may result in disciplinary action, including termination of employment.
 - Serious misconduct (e.g., working under the influence, violence, confidentiality breaches) will result in immediate investigation and possible dismissal.
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	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Code of ethics:

In relation to children, I will:

- act in the best interests of all children
- create and maintain safe, healthy, inclusive environments that support children's agency and enhance their learning
- provide a meaningful curriculum to enrich children's learning, balancing child and educator initiated experiences
- understand and be able to explain to others how play and leisure enhance children's learning, development and wellbeing
- ensure childhood is a time for being in the here and now and not solely about preparation for the future
- collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity
- value the relationship between children and their families and enhance these relationships through my practice
- ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin
- negotiate children's participation in research, by taking into account their safety, privacy, levels of fatigue and interest
- respect children as capable learners by including their perspectives in teaching, learning and assessment
- safeguard the security of information and documentation about children, particularly when shared on digital platforms

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

In relation to families, I will:

- support families as children's first and most important teacher and respect their right to make decisions about their children
- listen to and learn with families and engage in shared decision making, planning and assessment practices in relation to children's learning, development and wellbeing
- develop respectful relationships based on open communication with the aim of encouraging families' engagement and to build a strong sense of belonging
- learn about, respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems
- respect families' right to privacy and maintain confidentiality

In relation to colleagues, I will:

- encourage others to adopt and act in accordance with this Code, and take action in the presence of unethical behaviours
- build a spirit of collegiality and professionalism through collaborative relationships based on trust, respect and honesty
- acknowledge and support the diverse strengths and experiences of colleagues in order to build shared professional knowledge, understanding and skills
- use constructive processes to address differences of opinion in order to negotiate shared perspectives and actions

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

- participate in a 'lively culture of professional inquiry' to support continuous improvement
- implement strategies that support and mentor colleagues to make positive contributions to the profession
- maintain ethical relationships in my online interactions

In relation to the profession, I will:

- base my work on research, theories, content knowledge, practice evidence and my understanding of the children and families with whom I work
- take responsibility for articulating my professional values, knowledge and practice and the positive contribution our profession makes to society
- engage in critical reflection, ongoing professional learning and support research that builds my knowledge and that of the profession
- work within the scope of my professional role and avoid misrepresentation of my professional competence and qualifications
- encourage qualities and practices of ethical leadership within the profession
- model quality practice and provide constructive feedback and assessment for students as aspiring professionals
- mentor new graduates by supporting their induction into the profession
- advocate for my profession and the provision of quality education and care

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

In relation to community and society, I will:

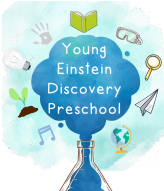
- learn about local community contexts and aspirations in order to create responsive programs to enhance children's learning, development and wellbeing
- collaborate with people, services and agencies to develop shared understandings and actions that support children and families
- use research and practice-based evidence to advocate for a society where all children have access to quality education and care
- promote the value of children's contribution as citizens to the development of strong communities
- work to promote increased appreciation of the importance of childhood including how children learn and develop, in order to inform programs and systems of assessment that benefit children
- advocate for the development and implementation of laws and policies that promote the rights and best interests of children and families

Review

This policy will be reviewed biannually or as needed in consultation with staff, families, and in line with updated health advice or changes in legislation.

All service users are expected to comply with our policies and procedures.

Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored,

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

and updated to ensure they remain current, relevant, and effective in supporting best practice.

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

Rolls And Responsibilities

Approved provider	- ensure that obligations under the Education and Care Services National Law and National Regulations are met - ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4: Staffing Arrangements - take reasonable steps to ensure that nominated supervisors, educators, staff, volunteers and students follow the Staffing policy and procedures - ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and students, and available for inspection - notify families at least 14 days before changing the policy or procedures if the changes will: - affect the fees charged or the way they are collected or - significantly impact the service's education and care of children or - significantly impact the family's ability to utilise the service - ensure that the environment is free from the use of tobacco, illicit drugs and alcohol, and the nominated supervisor, educators, staff, volunteers and students are not affected by alcohol or drugs (including prescription medication) Staff Record - ensure that a staff record is kept with the details in Regulations 145-150 Professional standards
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Young Einstein Discovery Preschool

Document Owner:	Service Provider
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YEDP_Staffing_Policy and Procedures

- ensure that all educators, staff, volunteers and students are familiar with **Early Childhood Australia's Code of Ethics**
- collaborate with educators and staff to develop a code of conduct
- ensure that all educators, staff, volunteers and students are provided with a copy of and are familiar with the code of conduct
- take appropriate action in the event that the code of conduct is not met

Responsible person

- ensure that a nominated supervisor or person in day-to-day charge is present at the service in the absence of the approved provider
- ensure that the person in day-to-day charge consents to the placement in writing
- ensure that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training
- ensure that the nominated supervisor and person in day-to-day charge:
 - is at least 18
 - has adequate knowledge and understanding of the provision of education and care to children
 - has the ability to effectively supervise and manage the service
 - has a history of compliance with the Education and Care Services National Law and other relevant laws. This includes any decision under the Law to refuse, suspend,



Young Einstein Discovery Preschool

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Last Revision Date:	14.8.25
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YEDP_Staffing_Policy and Procedures

refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person

- ensure the nominated person completes and signs a Compliance history statement template and a Prohibition notice declaration template
www.acecqa.gov.au/resources/applications/sample-forms-and-templates
- ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service
- notify the Regulatory Authority in writing about a new nominated supervisor and if the details of the nominated supervisor change
- centre-based services: ensure that the staff record includes the name of the responsible person for each time that children are being educated and cared for

Volunteers and students on practicum placements

- ensure that volunteers and students meet any jurisdictional requirements for WWCC
- ensure that volunteers and students are not affected by alcohol or drugs
- ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable

Nominated supervisor

- ensure that regulatory obligations are met in relation to staffing arrangements
- implement procedures for staffing arrangements



Young Einstein Discovery Preschool

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YEDP_Staffing_Policy and Procedures

- ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4: Staffing Arrangements
- must be present at the service in the absence of the approved provider
- ensure that they themselves, as well as educators, staff, volunteers and students, are not affected by alcohol or drugs
- must be aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training
- should have completed and signed a Compliance history statement template and a Prohibition notice declaration template
<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service.
- advise the approved provider if they have changed their name or contact details (the Regulatory Authority is to be notified)
- ensure that their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions; staffing ratios and qualifications are met
- centre-based services: ensure the staff record includes the name of the responsible person for each time that children are being educated and cared for

Staff record



Young Einstein Discovery Preschool

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Date Printed:	14.8.25

YEDP_Staffing_Policy and Procedures

- ensure that a staff record is kept with the details in Regulations 145-150 Professional standards
- ensure that all educators, staff, volunteers and students are familiar with Early Childhood Australia's Code of Ethics
- collaborate with educators and staff to develop a code of conduct
- ensure that all educators, staff, volunteers and students are provided with a copy of, are familiar with, and adhere to the code of conduct
- take appropriate action in the event that the code of conduct is not met

Volunteers and students on practicum placements

- ensure that volunteers and students meet any jurisdictional requirements for WWCC
- ensure that volunteers and students are not affected by alcohol or drugs
- ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable

Educators and staff

- must be aware of and follow the ***Staffing policy and procedures***
- must meet any jurisdictional requirements relating to education and care qualifications, first aid qualifications, and WWCC
- must have undertaken current child protection legislation training, including for the Mandatory Reporting requirement and obligations in their jurisdiction
- must not be affected by alcohol or drugs and must not consume these while at the service
- must be familiar with Early Childhood Australia's Code of Ethics
- must be familiar with and adhere to the code of conduct

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
		Issue:	2
		Last Revision Date:	14.8.25
		Date Printed:	14.8.25
YEDP_Staffing_Policy and Procedures			

	must ensure quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4: Staffing Arrangements)
Volunteers and students	- implement the Staffing policy and procedures - must be familiar with Early Childhood Australia's Code of Ethics - must be familiar with and adhere to the code of conduct - must meet any jurisdictional requirements for WWCC - must not be affected by alcohol or drugs and must not consume these while at the service - must not subject children to any form of corporal punishment or any discipline that is unreasonable
Families	be familiar with the code of conduct and report any concerns to the approved provider or nominated supervisor/responsible person

References

<https://www.earlychildhoodaustralia.org.au>

<https://earlychildhood.qld.gov.au/>

<https://www.qld.gov.au/law/your-rights/workplace-rights>

www.acecqa.gov.au/resources/applications/sample-forms-and-templates