



# Woolooware Outside School Hours Care

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## RELIEF EDUCATOR POLICY

### **POLICY STATEMENT**

Woolooware Outside School Care aims to continue the quality of care in the centre by the employment of fit and proper persons for relief staff. A work agreement clearly outlining their duties and expectations will be given to all relief staff employed.

### **CONSIDERATIONS**

- Relevant industrial agreements
- National Quality Framework Quality Area 4.1
- Prohibited Employment Legislation

### **PROCEDURES**

The centre will employ relief educators on a casual basis to fill short-term vacancies or educator absences.

The Centre Director will keep a register of relief educators, 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.

When no employees from the centre are available to fill the position, the Centre Director may contact an agency to employ relief educators or as a last resort the Centre Director may contact another Out of School Hours centre to employ someone they recommend from their relief list.

The Centre Director will, where possible, provide a modified induction to the centre which will include a tour of the centre, introductions to educators, a copy of the educator handbook, job description for relief educator, code of conduct and copies of relevant policies. The Centre Director will ensure that they are fully aware of their duties and the centre's expectations. Relief educators must adhere to all areas of confidentiality and WHS.

All relief educators will be paid the appropriate wage and minimum hours as outlined for casual educators under the relevant award.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023