

12.0 Staffing Policy

Policy Rationale

The Empathy Initiative considers its employment of staff of utmost importance to ensure that The Empathy Initiative services deliver excellence, whilst also adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

Management Structure

The Empathy Initiative has one director. The Empathy Initiative does not intend to employ permanent, temporary or casual staff as operational personnel. If this changes in the future, staff will be employed on a casual sub-contractor basis.

Staff Expectations

Staff are expected to assist in the positive facilitation of our Programs. They are employed to ensure that all programs are inclusive of all children regardless of gender, culture, ethnicity, religion or disability. Staff are to ensure that a warm and supportive atmosphere with opportunities for integration of all children is always promoted. Staff are expected to follow all The Empathy Initiative's policies and to work within the organisation's policy of behaviour guidance and strategies for dealing with bullying.

Staff Qualifications & Training Requirements

- All staff must have an appropriate and current Working With Children Check (WWCC) or current VIT registration; a copy of which must be kept on record.
- A police check for any staff may be requested at the discretion of the Master Sensei or The Empathy Initiative Director.
- All staff are encouraged to undertake any sort of professional development that relates to employment at the service. Staff are recommended to discuss any ideas for professional development with the Director for approval.
- All staff must be free of alcohol and drugs when working at The Empathy Initiative. Smoking is not allowed while at The Empathy Initiative.
 - Any staff found to be in violation of this will have their employment terminated immediately.

Recruitment

The Empathy Initiative is an equal opportunity employer and seeks to employ people regardless of gender, culture, ethnicity, religion or disability.

Volunteers

- Volunteers are encouraged to participate in the The Empathy Initiative Holidays Program.
- Volunteers must have a valid WWC Volunteer Card; a copy of which must be kept on record.
- A police check for any volunteer may be requested at the discretion of the The Empathy Initiative Director.
- Volunteers are encouraged to participate in the planning process for all programming.

Induction and Training

All new staff will have a detailed induction that includes:

- A staff handbook which includes a copy of all policies and procedures
- A copy of their contract (where applicable) which includes conditions and pay rate
- A copy of their relevant position description, including their responsibilities in maintaining compliance with Family Assistance Law
- Staff will be trained in the delivery of each program by the Director of The Empathy Initiative

The efficacy of training will be assessed formally and informally via a range of methods including:

- Observations
- Quiz/Test
- Conversations/Discussions
- Staff Annual/Periodical Reviews
- Staff Feedback

All ongoing staff will be reviewed on an annual basis. All casual staff will be reviewed periodically. All staff have the opportunity to regularly provide feedback.

Dress Code

- Staff must always wear The Empathy Initiative t-shirt.
- All other clothing must be appropriate to be worn around children.
- Staff must always wear shoes that have adequate support, i.e. runners, covered shoes, sandals with an ankle strap/support. Any injury incurred while unsatisfactory footwear is being worn will result in a loss of any work cover entitlements or insurance claims. Continual failure to wear correct footwear will result in warnings, loss of shifts and possible termination.

Wages

- All staff are employed and paid at or above the School Services Officer award.
- Wages are paid directly into each staff member's nominated bank account within 2 weeks of receiving an invoice from the contractor.
- Any concerns regarding pay should be discussed with The Empathy Initiative's Director.
- All casual staff are required to have their own ABN.

Unwell Staff

- Staff who are ill or unable to work due to injury at any time and unable to come to work must contact The Empathy Initiative Director no later than 12hrs prior to their program so that a replacement staff member can be found.
- You are not permitted to work if you have an exclusion communicable disease as set out by the Victorian Health Department.

Grievance and Complaints Procedure

The Empathy Initiative shall ensure that all grievances are acknowledged, recorded and addressed in accordance with the *Staff Complaints Handling Policy*.

Termination

- All staff are employed as contractors on a casual basis.
- As all staff are employed as contractors on a casual basis, termination can occur at any time. However, The Empathy Initiative believes that staff deserve fair treatment and will be warned and given the opportunity to improve on areas that are highlighted as deficient.
- All staff will be given the opportunity to have an exit interview.

To be reviewed: December 2022