

INCLUSION SUPPORT POLICY

PURPOSE

This policy will provide guidelines regarding the application and approval process of requests for additional resources, including additional staffing.

POLICY STATEMENT

VALUES

Bethany Kindergarten Services (BKS) is committed to:

- ensuring that the health, safety and wellbeing of all children at the service is protected at all times while promoting their learning and development
- fulfilling a duty of care to all children attending the service
- providing accountable and effective staffing and management practices
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community
- employing educators according to policy and funding requirements
- supporting educators and providing a safe workplace
- complying with current legislation in relation to the employment of staff, including the *Equal Opportunity Act 2010*, *Fair Work Act 2009* and the *Working with Children Act 2005*.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Educators, other staff, students on placement and volunteers at a BKS Service.

BACKGROUND

BKS acknowledge that in some circumstances the needs of the kindergarten group cannot be met with the legally required level of staffing. In the first instance services must exhaust all avenues of support available for additional support. This includes KIS Consultancy, KIS Funding, PSFO support and advice, Kindergarten Services Manager support and advice and additional training. Subsequent to exploring all other avenues, a submission may be made directly to BKS for additional resources. BKS will consider applications for additional support for a fixed term duration to allow an ongoing funding source to be secured and/or time for the staff to implement plans and strategies to respond to the needs of the children in the group. *Refer Appendix 1 for eligibility and process for applications.*

DEFINITIONS

Additional Assistant: a staff member employed above the required minimum ratio; employed for contact time only

PSFO: Pre School Field Officer

KIS: Kindergarten Inclusion Support

PROCEDURES

BKS as the Approved Provider is responsible for:

- Developing priority of access to additional staffing
- Developing procedures for applying for and approving of additional staffing

- Ensuring recruitment of staff to positions is performed in a timely manner
- Ensuring appointed staff are suitably qualified and have a complete staff record.

The Kindergarten Leader is responsible for:

- Completing applications for additional assistants
- Ensuring the additional assistant receives adequate orientation to the role
- Ensuring the additional assistant is not performing the role of an aide; that they are working with the whole group and not designated to work with any one child exclusively
- Informing the Kindergarten Services Manager of any change to the circumstances of the group impacting on the employment of the additional assistant
- Ensuring the additional assistant is compliant with the Educational and Care National Regulations, the Educational and Care National Law, all service policies and procedures, including the BKS Code of Conduct Policy.
- Identifying learning and development opportunities to support their capacity to include children in the program.
- Strategies used must be reflected in the children’s individual program and in individual records of the child.

The Kindergarten Services Manager is responsible for:

- Visiting the service to observe the group and provide strategies and advice
- Receiving, assessing and responding to applications for additional resources
- Reviewing the appointment of additional assistants every term and making recommendations regarding the extension or reduction of their position.

The Assistant Educator is responsible for:

- Identifying learning and development opportunities to support their capacity to include children in the program.

EVALUATION

In order to assess whether the values and purposes of this policy have been achieved, BKS as the Approved Provider will:

- check staff records on a regular basis to ensure details of staff, students and volunteers are maintained in line with all legislative requirements
- seek feedback from stakeholders regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required

ATTACHMENTS - ATTACHMENT 1: APPLICATION FORM

AUTHORISATION

This policy was adopted by BKS as the Approved Provider on **May 2015 and last updated on 1 June 2017.**

Review date: JUNE 2019

Application for Additional Resources

This form must be used to request additional resources to enable the staff to provide a safe, educational program that encapsulates the National Quality Standards. Possible resources are training, outside consultancy, equipment, or additional staffing.

Kindergarten:.....Group: 3yr old 4 yr old

Educators:

Additional Resources requested:

Additional assistant Resources and materials Training

Group Information: Group name:.....

Days/ Times:

Monday	Tuesday	Wednesday	Thursday	Friday

Does this group have a child/ren with KIS funding? Yes No

If yes, please indicate days/times below

Monday	Tuesday	Wednesday	Thursday	Friday

Please provide an overall picture of the needs within the group (eg what safety /supervision issues have arisen in your group, over what duration of time? Please include how you have responded to these concerns previously.

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What is the type and frequency of these behaviours exhibited in the program?

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What are the situations in which the group requires additional supervision? (eg indoors, outdoors, routines,, beginning/end of session)

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What steps and strategies have you currently implemented to address the identified needs of your group dynamics?

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What resources are you currently using within your program? (eg boardmaker, visual schedules)

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How will the additional support services you have requested be used to provide an effective learning environment for all children?

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If additional staff requested, please give the times required:

Mon	Tues	Wed	Thurs	Fri

Office Use Only:

Approved KSM	Yes No	Date:.....
Approved Finance	Yes No	Date:.....
Service Notified	Date

PROCESS FOR APPROVING ADDITIONAL RESOURCES

The Kindergarten Leader will notify the Kindergarten Services Manager of the identified issue
Kindergarten services Manager to visit the kindergarten and assess the need for additional resources.

All applications considered by the BKS Leadership Team.

On request, Finance to provide updated budget expenditure when requested

If application not approved, KSM to inform Kindergarten.

If application for resources other than additional staffing is approved, KSM to make contact with service to organise obtaining resource.

Applications for additional staffing will be dependent on availability of suitable staff.

Staff will be recruited form the Relief Pool. They will be paid on a casual basis, for contact time only and not replaced when absent.

KSM to organise orientation to service for new staff members.

KSM to follow up at end of Term to ensure resource enabling better outcomes and no further resources required.

**If application rejected due to insufficient funds, Kindergarten Leaders may apply to their PAG to pay from their reserves. Committees may be charged by GKA for the full cost of the staff member (includes salary on-costs and admin costs).*