

# Tyabb Village Children's Centre



Date:

**Private and Confidential**

Name:

Dear .....

## **Statement of Business Culture**

Tyabb Village Children's Centre is an equal opportunities employer, as such we will not tolerate bias, discrimination, judgement and harassment of any nature in any form. Inclusion is the basis of our workplace environment and professional practice, we will always make decisions and plan actions with this in the forefront of our minds.

Our philosophy makes a strong statement of respect and inclusion for the nation's First Peoples past, present and emerging. We remember the atrocities of Australia's history and we work together with our indigenous communities to raise awareness and improve knowledge to ensure these actions are not repeated in the present day and in our future.

We will embed Aboriginal and Torres Strait Islander perspectives within our community, the children's programs, the "Village" environment and in all operational documents.

We will work hard to achieve change for societal thinking about inclusion and speak the truth to those who become part of the "Village" family.

That is why at Tyabb Village Children's Centre we choose not to celebrate Australia Day in its current format. We will use this day instead, as a day of annual planning and professional development for the entire team. We do not recognise January 26<sup>th</sup> as a day of pride in Australia's history.

On this day we encourage all of our staff to attend the workplace as usual, however we will respect each individuals perspective accordingly. Staff who choose to attend this annual planning day will receive their contracted hourly rate for each hour they participate. This will be over and above your standard Public Holiday pay.

I have read the above statement of importance. I acknowledge this information as my guide in professional growth and development during my term of employment with Tyabb Village Children's Centre

Name: ..... Signature ..... Date .....

## **Letter of Employment – PERMANENT POSITION**

On this basis I am pleased **to offer/ re offer** you employment in the position of Children's Educator with Tyabb Village Children's Centre. The terms and conditions are set out in this letter.

### **1. Position**

- Your start date will be .....
- Your employment will be .....
- Your Qualifications are .....

- The duties of this position are set out in the attached **position description and daily responsibilities charts**. You will be required to perform these duties, and any other duties you may be assigned with regard to your skills, training and experience
- You will be required to perform your duties in all areas of the workplace and surrounding communities

## 2. Probation

- A probation period of 3mths applies / You are no longer engaged in a period of probation

## 3. Terms and conditions

- Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the **Children's Services Award 2010** and applicable legislation. This includes but is not limited to the National Employment Standards in the **Fair Work Act 2009**.
- Neither the Children's Services Award nor any applicable legislation are incorporated into your contract of employment. (view this on the fair work website or call the fair work Infoline on 131394 for information about your award)

## 4. Ordinary hours of work

- Your ordinary hours of work will be ..... per fortnight, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise negotiated between yourself and the Service Manager.
- Your ordinary hours of work will be as rostered on the days from Mon to Fri, between the hours of 6.30 am to 6 pm. These hours may alter from time to time, and as the immediate need arises, to support a changing roster, changing enrolments, or as negotiated between yourself and the Service Manager

## 5. Remuneration

- You are paid in accordance with the Children's Service Award, standard base award rate, for your qualification of .....
- You will be paid fortnightly at the rate of \$..... per hour, Children's **Services Award – LEVEL ?**
- You will receive the first hour of staff meetings paid at your normal hourly rate
- You will receive your normal hourly rate of pay for professional development attended during your rostered working hours
- You are entitled to claim a reimbursement for 50% of the cost for professional development you attend relating to your role and approved by the Service Manager. Travel, parking & meals are not included (see statement of subsidy)
- You are entitled to claim a reimbursement for 50% of the cost of agreed uniform items ie: apron & hat
- Tyabb Village will make superannuation payments on your behalf in accordance with the **Superannuation Guarantee (Administration) Act 1992**  
(If you are unsure about superannuation call the Super Hotline on 131020 or Fair Work info line to check your award conditions)
- Your remuneration will be reviewed annually (in July of each year) and may be increased at the Service Managers discretion

## 6. Leave

- As a permanent employee you are entitled to leave (annual leave/leave loading, personal leave, carers leave, compassionate leave, parental leave, community service leave and long service leave) in accordance with the Children's services Award and the National Employment Standards.
- You are required to provide no less than 1 months' notice of annual leave. All annual leave must be approved by the Service Manager and requires that no more than 2 staff members be on leave for the same period of time.
- You are required to provide a doctors certificate for periods of personal leave which exceed more than 1 rostered day

## 7. Your obligations

- You will be required to perform all duties to the best of your ability
- You are required to attend regular staff meetings and other planned team events
- Use your best endeavours to promote and protect the interests of Tyabb Village, and its service users

- Keep current in all certified training, including your Early Childhood qualifications, First Aid certificate, Manual Handling and Mandatory Reporting procedures .
- Attend a minimum of 2 professional development opportunities annually (see statement of subsidy for further information) and share your new knowledge and skills with the team.
- Follow all reasonable and lawful directions given to you by the Service Manger, including complying with policies and procedures as amended from time to time. These policies and procedures are available for you to access at anytime. It is your responsibility to familiarise yourself the policies and procedures, and all relevant legislation pertaining to your role and the Children’s Services industry

### 8. Termination or employment

Under the **Fair Work act 2009** Tyabb Village (the employer) may choose to terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with the employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less then 5 years	3 weeks
More than 5 years	4 weeks

- You are entitled to an additional weeks’ notice if you are over 45 years old and have completed at least 2 years of continuous service with the Tyabb Village on the day the notice of termination was given
- If you wish to terminate your employment you are required to provide Tyabb Village with notice in accordance with the table above, unless otherwise agreed
- You are entitled to an “end of employment, closure meeting” to finalise employment processes and achieve mutual insights into the situation leading up to your resignation

### 9. Confidentiality

By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the Service Manager, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of Tyabb Village, its service users, including but not limited to client lists, details, trade secrets, & pricing structure

### 10. When an employee’s child attends the service

Tyabb Village is a family owned and operated service. We understand parents in the workplace need support to obtain a healthy work life balance and manage the demands of a family. That is why we welcome the children of our employees.

- Your child will be treated with the same care and respect as each child attending
- All service policy and procedures will be applicable to you and your child as per any other family
- You will carefully balance your desire to settle and attend to your child’s needs to maintain a trusted parent child relationship and avoid confusion for your child.
- You will be mindful of your child’s need to feel a sense of belonging in his/her group and environment. therefore you will do your best to support your child’s skills and abilities to engage in the program and form relationships.
- You will remain professional and ensure the expectations of your role are upheld
- You will arrive early enough to allow time to settle your child in and hand over messages to your child’s educator prior to beginning your shift.
- You will enjoy the benefits of knowing that those who are contributing to your child’s learning and development are professional early childhood educators and as such trust they will communicate with you to ensure best practice and optimal outcomes for your child.
- To ensure your child’s safety, he/she must be signed in and out of the service each time they attend
- You will be entitled to receive a 20% staff discount on the cost of the full attendance fee

- You will have the same right of complaint and resolution with regards to care and education your child receives as any other family

### **11. Entire agreement**

The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and Tyabb Village Children's Centre. The terms and conditions in this letter may only be varied by a written agreement signed by both you and the Service Manager

## **CODE of CONDUCT**

### **Our Pledge**

Tyabb Village Children's Centre CODE of CONDUCT, and the Early Childhood Australia CODE OF ETHICS form the basis of best practice expectations and guidelines for staff and other adults who engage in activities and other experiences in the service.

Tyabb Village Children's Centre will act to protect a person's rights to safety and security. Protecting health and wellbeing is embedded in our professional practice. Our actions will ensure that anyone who suffers non accidental physical injury, neglect, emotional harm and/or sexual abuse are identified and assisted through the reporting of incidences to the appropriate authorities for further investigation (this may include but not limited to, Child First, Police, Work Safe, Department of Health and Human Services, Department of Education and Training, ACECQA) Tyabb Village will always represent the best interests of all those participating at the service.

### **Our Practice**

Tyabb Village is dedicated to providing quality care and education to children. Adult participation of any form is subject to compliance with the National Laws and Regulations and all in service policies and procedures. The activities outlined below are strictly prohibited. Any participant or staff member who does not comply with this Code is subject to discipline, up to and including dismissal from the role.

### **Our Policy**

Parents, Employees, Professionals, Students, Volunteers and other adults will:

- Have a current Working with Children Check prior to commencing employment, volunteering, student placement or any other activity
- Behave in a manner which is consistent with the values of the service
- Read and abide by relevant policies and procedures
- Seek consent prior to photographing or recording video's
- Encourage open and positive communication through the use of empowering and supportive language
- Participate in decision making processes
- Treat each other with respect
- Model appropriate behaviours and discuss behaviours of concern in a respectful way which follows management strategies (links Policy – Complaints, Inclusion)
- Respond to and speak up when concerning behaviours of other adults are observed
- Be transparent in our actions and whereabouts
- Seek advice, support and assistance for child protection matters immediately
- Disclose relevant information when required to do so by law (links Procedures – Investigating a reportable conduct allegation under the reportable conduct scheme)

Parents, Employees, Professionals, Students, Volunteers and other adults will not under any circumstance:

- Act in a way which is bias, discriminatory or judgemental
- Engage in behaviour which is intended to shame, humiliate, belittle or degrade another
- Use inappropriate, abusive, offensive or discriminatory language when speaking to another
- Behave provocatively or inappropriately or in a way that could be considered offensive or confronting
- Be discourteous or rude, use bully tactics or take unfair advantage of another
- Use verbal, physical or visual harassment to coerce another to cooperate
- Use actual or threaten violence towards another including smack, hit or physically restrain or assault another
- Use conduct endangering the life, safety, or well-being of another

- Develop a relationship with another that may be deemed exploitive or abusive
- Condone, or participate in, behaviour which is illegal and unsafe including possession/use of alcohol or illegal drugs on the property or reporting for work affected by drugs or alcohol. Bringing onto the property dangerous materials such as explosives, firearms, weapons or other similar items.
- Have inappropriate conversations through social media or in any other way, including disclosure of confidential service information, sharing of children’s photographs, stalking and bullying on face book, snap chat, instagram and other similar platforms.
- Use the Service’s computers, mobile phones, video and digital cameras inappropriately or for the purpose of exploitation or harassment
- Make a complaint they know to be untrue, malicious or improper

Any person/s who does not comply with this policy is subject to discipline, up to and including dismissal from the role, or if required by law, reporting to the authorities

**Acceptance of employment**

I have read and understand

- My annual letter of employment and the Tyabb Village Code of Conduct

I agree to abide by the conditions as set out in the document, and I am aware that failure to do so could result in termination of my employment

Name: ..... Signature .....Date .....

Endorsed by Service Manager .....

If you have any questions about the terms and conditions of employment, please do not hesitate to contact the Service Manager, Lavinia Jenkin on 5977 4303 during business hours or AH 0408 540 519. You may also seek further information about minimum terms and conditions of employment from the Fair Work Ombudsman. You can contact them on 131394 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au)

**Return a signed copy of the letter of employment to the Service Manager, Lavinia Jenkin to indicate acceptance of the above role and an understanding of the conditions of employment.**

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORD