



Relievers Policy C13

Rationale: Little Feet Childcare Centre aims to provide quality care for all children, parents, and Whanau. We also acknowledge the need for our permanent teachers to complete professional development, take annual leave, and special leave. To maintain a safe staff/child ratio at all times, relieving teachers are hired to fill the gaps left behind by the permanent teachers. The following procedure must be adhered to for relieving teachers:

1. All relievers must be police vetted every 3 years and have their identity confirmed by the centre Manager or the centre Supervisor as per the Vulnerable Children Act (2014).
2. Every reliever will be given a brief induction before commencing work in the Centre. In the absence of the centre Supervisor, a senior staff member will take the reliever through the induction procedure.
3. Relieving teachers will be employed upon their individual experiences in early childcare education and upon the supervisor's discretion duties will be assigned. They will be asked to familiarize themselves with the Centre policies and procedures and ensure to follow them at all times.
4. Parents will be informed of any new relieving teachers via the monthly newsletter and/or notice boards.
5. Reliever's hours may be adjusted at short notice due to the centre requirements.
6. If the reliever is sick they must notify the centre personnel as soon as possible, not less than 1 hour before commencing work.
7. Supervisor/Manager will use their discretion when making the decision to allow a new relieving teacher to take on roles and responsibility such as group time and intimate care routines (nappy changes and toileting) which will be flexible and will depend on the reliever being trained or experienced in this area. Children's comfort levels will be considered at all times.
8. All relievers are required to interact with children, staff, and parents in a respectful and responsive manner. Communication with parents to be limited to the informing of child's day in a positive manner. Permanent staff will inform parents/cares of any issues /accidents regarding any child.
9. For the safety of children and the staff's safety, no unqualified relievers should be left alone with the children and there should always be a permanent staff present.
10. Little Feet Childcare Centre is committed to accessing the best possible relievers and will ensure relievers are made welcomed and feel comfortable in their work and are given directions and support as needed.
11. Reliever's are not allowed to administer any medications to the children.