

Name of your Centre: Pines Learning
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Initialed by: Dianne Lacaze – President, COM



EMPLOYMENT OF QUALIFIED STAFF POLICY- Pines Learning.

POLICY

Pines Learning Occasional centre has a limited hours type 2 licence and is staffed in accordance with Children's Services Regulations (2009).

PROCEDURE

The Primary Nominee or a Nominee will be present at all times during operating hours.

The centre will always meet child/staff ratios with paid employees. Volunteers will not be used to meet child/staff ratios.

All staff (including relief staff, students or workplace participants) holds a current National Police Check and Working with Children Check.

The centre ensures that at all staff members on duty have a current First Aid Level II Training and Anaphylaxis training, and at least one staff member on duty has Asthma Management Training.