

The Kinder Garden



Educators/Staff Returning After a Period of Extended Leave Policy

Aim

To effectively re introduce an educator or other staff member to the education and care service after a period of extended leave, whilst maintaining continuity of care and minimal disruption for educators, staff, children and their families.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Early Childhood Australia Code of Ethics

Who is affected by this policy?

Educators
Staff
Families
Children
Management

Implementation

The Kinder Garden will endeavor to re-introduce any educator or other staff member who has been on extended leave in the following manner:

- Where possible have the educator or staff member come in and re familiarise with routines, staff, environment, children and their families prior to starting work again.
- The educator or staff member will be notified of any changes to policies and procedures.
- The educator or staff member will be provided with updated and significant information about the children and families in their care.
- Parents will be notified of an educator's or staff member's return to work.
- Staff development and training will be offered if required.
- If the period is due to illness, all medical certificates must be provided to help management and the educator or staff member negotiate, any special conditions in accordance with Work Health and Safety and insurance guidelines.

(Refer to Injury Management Policy for returning after an Injury)

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to National Quality Standards 2011

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: August 2018

Date for next review: August 2019