

# The Kinder Garden



## Staff to Staff Interaction Policy

### Aim

The way in which educators and other staff relate to each other within an education and care service has a major influence over the atmosphere created in the service. It is important that both children and parents feel secure in the education and care service environment. This feeling of security and trust comes not only from positive educator/staff/parent communication, but also from positive educator/staff communication.

### Legislative Requirements

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

### Who is affected by this policy?

Children  
Staff  
Educators  
Management

### Implementation

All Educators and all other staff will maintain positive relationships of trust and co-operation with co-workers.

Show respect for all educators and other staff.

Accept differences in educators and other staff.

To show appreciation of each educators and all other staff's unique background, skills and contributions to the service's environment.

Look for strengths in educators and other staff members and try not to focus on weakness.

Educators and other staff will share resources and information with each other.

Educators and other staff will offer each other support in meeting their professional needs and professional development.

All educators and other staff will accord co-workers due recognition for professional achievements.

Policies and working conditions will encourage competence, wellbeing and self-esteem for educators and all other staff.

Where possible educators and other staff will provide professional support, input and resources for each other.

Respect will be shown for all members of the team, and consideration given to their feelings, values, and opinions.

Information about and observations of all children will be shared.

Information relating to families which affects individual children will be shared.

Educators and all other staff will treat each other with empathy and respect.

Educators and all other staff will develop positive working relationships, which will model positive social skills to the children.

Regular staff meetings will provide a forum for group discussions on all matters relating to staff problems.

The Staff Diary and Room Diary will be used to communicate messages where shifts make it difficult to convey information. These means will ensure all staff are informed on important matters.

Educators and all other staff will consider each other and work as a team in order to share the workload in decisions concerning children and programs; staff shall appropriately utilise the training, experiences and expertise of each other.

Honesty and openness between educators and all other staff will be used to resolve differences of opinion or personal conflicts. These will be resolved quickly away from the children.

Staff will approach the staff member involved about any grievances you may have with them. Don't complain to other staff members or parents – see Grievance Policy.

**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**

**NSW Department of Education**

**Early Childhood Australia Code of Ethics**

**NSW Ombudsman [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au) Retrieved: 29<sup>th</sup> August 2016**

## 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