



Employment of Relieving Staff Policy

Enquires to:	Centre Manager, Chairperson
Applies to:	Staff employed on a temporary basis
Date Developed:	May 2021
Review Date:	May 2021
Date Approved:	
Next Review Date:	May 2022

References; EEO and Equity Policy, MOE Licensing Criteria for ECE Centres, 9, GMA, VCA, Police vetting and safety checking Policy

Guiding Principles:

- This Centre is fully committed to ensuring equality in employment, and will not practice any form of discrimination, whether it be direct or indirect. Forms of discriminations include: race, gender, employment status, ethnic or national origins, disability, political opinion, religious belief, colour, sexual orientation, ethical belief, age, and family or martial status.
- Reliever teacher will read the relievers handbook prior to starting their first day with guidance from a permanent staff member, and sign at the back they have read and understand the contents. They will give given a tour of the centre highlighting Emergency procedures, Emergency Exits and Toilet
- Relievers are to familiarise themselves with the children, staff, and routines before being employed as a reliever
- Relievers will be required to complete the “Staff Information Sheet”. The Manager will keep this form on file, and agree to have two reference checks carried out, plus filling in a form for a Police Vet and safety check.
- Reliever’s duties are to be outlined by the Head teacher, teacher or Centre Manager on the day/s of relieving
- Relieving staff can take on the duties of toileting or changing nappies, this will be under the responsibility of the permanent staff and Centre Manager.
- Student Teachers are not required to change nappies or toilet children as it states in the paperwork sent out by the Course Providers. Students will not be paid while on TE. But if these students come back as relievers this policy then applies to what duties they can do.
- Day-to-day relievers will be employed for a number of hours negotiated with Management to cover the absent staff member
- Reliever will be given a casual contract including: hours, pay rates and expected duties
- Relieving Teachers need to familiarise themselves with the Centre’s “Health and Safety in the Workplace” policy which is contained in the Centre’s Policy folder. Particular attention needs to be made to appropriate lifting and carrying of objects, and procedures that need to be followed in the event of an accident at the Centre.

Board of Trustees consulted	Yes/No	Staff /Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____	Designation: _____	Date: _____	