

THE NURTURE NOOK

Autumn 2016 Edition

'Jobs For Families' Child Care Assistance Package

A Senate Inquiry is currently under way...

Teacher Accreditation

How Will Accreditation Happen?

Transformational Leadership

Focusing efforts on developing skills...

More Energy!

Keeping staff engaged and motivated...



Helping Early Childhood Centres develop their most valuable asset...people.

M^cArthur Talent Architects is the Management Consulting arm of M^cArthur – Australia's most respected and recognised Early Childhood Education recruitment and HR advisory specialist. We deliver a range of quality, cost-effective solutions that can be tailored to meet your Centre's specific needs and challenges.

- Best Practice approaches to staff recruitment, selection and induction
- Creating and executing your business strategy and business plan
- Building a high performance culture in your Centre
- Conducting effective performance reviews
- Building a culture of change in your Centre
- The importance of linking staff development with desired Centre outcomes
- Effective succession planning
- Managing effective HR systems, processes and documentation in your Centre
- Building leadership capability across the Early Childhood Sector

To find out how we can help you make the most of your most valuable asset, contact the nearest M^cArthur Talent Architect office.

Adelaide (08) 8100 7000
Melbourne (03) 9828 6565

Brisbane (07) 3211 9700
Sydney (02) 9277 7000

McArthur
Talent Architects

ACA NSW Contact Details

Ph: 1300 556 330

Fax: 1300 557 228

nsw@childcarealliance.org.au

www.nsw.childcarealliance.org.au

Address:

PO Box 660 Parramatta NSW 2124



www.facebook.com/ChildCareNSW



@ChildCareNSW



www.linkedin.com/company/child-care-new-south-wales

Executive Committee:

Office Bearers

President: Nesha O'Neil

Vice President: Elizabeth Russo

Treasurer: Phillip Malek

Secretary: Mark Wharton

Committee Members

John Cook

Sharon Graham

Ngaire Hutchinson

Alana Reid

Mary Repole

Lynda Stein

ACA NSW Office

Chief Executive Officer: Brianna Casey

Member Services Officer: Lana Bardetta

Member Services Officer: Laurice Chahine

Membership and Training Coordinator:

Teena Barlow

CONTENTS

Feature Stories

🌿 'Jobs For Families' Child Care Assistance Package	6
🌿 Teacher Accreditation	8
🌿 'More Energy!'	10
🌿 Transformational Leadership	14

All Stories

President's Welcome	4
CEO's Welcome	5
'Jobs For Families' Child Care Assistance Package	6
New Immunisation Enrolment Documents For NSW Services	7
Teacher Accreditation	8
Resource Library	9
More Energy!	10
2016 Professional Development	12
Summer Is Almost Over, But We Still Need To Protect Our Skin!	13
Redundant Leadership, The Recipe For Blissful Governance	14
Are Your Policies Up To Date?	16
NSW Provisions In The National Regulations	16
State Of The Sector	17
Sponsors, Suppliers And Partners	19



PRESIDENT'S WELCOME

There's nothing quite like the sound of the new year in early childhood education.

Comforting new children, new families (and then educators saying good-bye to those off to school!) is all part of a day's work for our teams. It is exhausting - and then it becomes highly fulfilling watching our children start to explore their new environments, form new friendships and our families start to really connect with every aspect of the service. Take some time to reflect on how far you have already come this year and the successes you have already had.

Brianna & I have spent a considerable chunk of time advocating at a national, state and local level. Everything from asking ACECQA to reconsider how they phrase their reports, to responding to ministerial questions late on a Saturday night. The ACA NSW CEO Brianna Casey is an absolute treasure for each and every one of our members.

Foremost for us has been crafting a response to the Senate enquiry in to the proposed federal funding package. This was no mean feat, and we worked hard to ensure that our members' concerns about ensuring that all children count was made clear in our submission.

Over the Christmas and New Year break, we had countless media enquiries regarding early childhood - from the 'no jab/ no pay' issue to the change in ratio and federal funding proposals. Bless my two children who became adept at answering my mobile phone and asking journalists to 'please hold' while I wrapped up another tv interview, or entertaining themselves in the 'green room' while mummy was on tv 'again'. My thanks to our members who made themselves available for media enquiries as well.

I recently met with the Federal Minister for Education, the Hon Senator Simon Birmingham at my service in Ryde, and spoken with him about our members concerns regarding the implications of Universal Access funding and Inclusion Support funding under the pending federal funding package - as well as our worries about the Activity Test. The package is still being 'massaged' and we are hopeful that they have listened to our discussions regarding the best outcomes for children and families. Our executive members John and Liz are both meeting with the NSW Early Childhood Minister Ms Williams, and will be showing her the impacts of good and poor decision making across the sector. If you have an opportunity to speak with your local, state or federal politicians, please let Brianna know and she will pull together a briefing document for you to support your discussions.

Over the coming weeks I will be representing you at the NSW Ombudsman's Reportable Conduct forum, and will continue to write op-ed pieces about funding and service delivery. And I'm also working with the team at ABLA to represent you in the Industrial Relations field - more on all of these things in our weekly updates.

Coming soon to your inboxes will be two quick surveys conducted by ACA nation-wide; one for providers and one for families, regarding the pending Federal Funding package. We have some serious advocacy events coming up, and we need data behind us to be able to communicate our message effectively to politicians, so we urge you to complete the surveys.

Late last year we coordinated an amazing professional development retreat in Kiama - and it was so well received, we have another one coming up in Newcastle in March - I'm looking forward to it, and hope to see you there - come and say 'hi!'.

I'm also really pleased that ACA NSW has been involved in the Cultural Connections forum to be held in April at Macquarie University. This is an exciting concept, and promises to be inspirational and informative.

A huge 'thank you' to Teena, Laurice and Lana who have been incredibly busy working with our members day to day (including me!) calling in to ask questions about how best to run our services. Whilst we know that advocacy is vital to shaping the landscape of our sector- every single day we just need to get the job done, and they're there with us, in the trenches, ensuring we can do it.



Nesha O'Neil
PRESIDENT



CEO'S WELCOME

To borrow a line from the Prime Minister, there has never been a more exciting time to be in early childhood education and care!

Depending on your perspective, you might prefer to swap 'exciting' for 'exhausting', 'rewarding' or 'frustrating', but no matter whether you have been in the sector for a few months, a few years or considerably longer, you cannot deny the pace of change and how many people are scrutinising everything that we do.

That is why it is more important than ever to be a member of ACA NSW.

Whilst you've been busy at your centre/s, we have been busy providing telephone support to you – our members – on anything from regulations/policy advice to wage rates to teacher accreditation.

We've been busy designing and implementing a professional development program tailored to your needs.

We've also been busy in the media and at Parliament House, advocating on your behalf and ensuring we have a seat at the decision-making table. If you've seen the news in the last month or two, you would have been hard pressed not to see our President, Nesha O'Neil, or one of our fabulous members, sharing our voice on anything from ratio changes to language trials to the role of grandparent carers.

We are at the pointy end of 'Jobs for Families' child care assistance package negotiations. Our Early Childhood Teachers are about to become accredited and we are set for potentially massive reforms to immunisation requirements in NSW with a review of the *Public Health Act* this year. The Federal election is also only a matter of months away. There is no doubt that we're going to continue to be busy!

We hope you enjoy this edition of *Nurture Nook* and find some time in your busy day to sit and read it. With two guest authors this edition, we hope there is a little bit of something for everyone in the pages that follow!



Brianna Casey
CHIEF EXECUTIVE OFFICER



'JOBS FOR FAMILIES' CHILD CARE ASSISTANCE PACKAGE

Senate Inquiry

A Senate Inquiry is currently under way, looking at the provisions of the Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Bill 2015. The Senate Standing Committees on Education and Employment have carriage of the inquiry, and will be releasing their report on the inquiry on 17 March 2016. ACA NSW had major input into the detailed submission lodged by our national body, the Australian Childcare Alliance, recommending a number of important amendments to the Jobs for Families Package to ensure that all children can benefit from subsidised early childhood education and care.



Senate Estimates

The recent Senate Estimates hearings confirmed many of our concerns about the Jobs for Families Package. The Senate Education and Employment Legislation Committee hearing was held 10 February 2016, with the Federal Department of Education questioned extensively about the modelling underpinning the package. It was confirmed at this hearing that:

- approximately 45,000 families will be worse off under the package because their childcare fees are higher than the benchmark price set by government; and
- approximately 37,000 families will be worse off under the new package because they will not meet the Activity Test requirements.

This is on top of recent confirmation (see <http://bit.ly/1RDkg1l>) by the Federal Education Minister, Senator the Hon Simon Birmingham, that:

- approximately 52,100 'lower income families' will receive a reduced subsidy because they do not meet the Activity Test requirements;
- approximately 55,700 'low to middle income families' may receive a reduced amount of support because they do not meet the activity test and/or pay child care fees that are in excess of the new hourly cap fees;
- approximately 16,600 'upper income families' will receive a reduced level of child care support, mainly because they are paying child care fees in excess of average costs; and
- approximately 59,500 'high income families' will receive less Child Care Subsidy

As more detail is released about the package, it is apparent that – without the amendments suggested by ACA – children will slip through the cracks. We are continuing to advocate on your behalf to ensure the best possible outcome for children, families and services, so please keep an eye on our Weekly Update member emails, website, Facebook, Twitter and LinkedIn for updates.

NEW IMMUNISATION ENROLMENT DOCUMENTS FOR NSW SERVICES

New immunisation requirements came into force 1 January 2016 in relation to family assistance payments (Commonwealth changes) and the enrolment of children in early childhood education and care services (NSW changes) as follows:

No Jab No Pay

The Commonwealth Government's 'No Jab No Pay' legislation came into force 1 January 2016, meaning that 'conscientious objection' is no longer an approved exemption for eligibility for the Child Care Rebate, Child Care Benefit and Family Tax Benefit (Part A - Supplementary). **Parents who do not fully immunise their children aged up to 19 years will no longer be eligible for family assistance payments, with exceptions for children with medical contraindications or natural immunity for certain diseases and those on a recognised catch-up schedule.** This means that conscientious objectors can still attend early childhood education and care services but must pay full fees. Please visit <http://bit.ly/244bwel> for further information about the changes, or refer to the ACA NSW website.

Changes to Immunisation Enrolment Requirements in NSW

In NSW, conscientious objection continues to be a valid exemption for enrolment in early childhood education and care services under the NSW Public Health Act 2010. As the Commonwealth conscientious objection form is no longer available, **an interim NSW vaccination objection form for enrolment in NSW services is available for use during 2016** while the Public Health Act undergoes its scheduled review process. In addition, the former ACIR Immunisation Exemption Medical Contraindication form has been replaced by a new ACIR Immunisation Medical Exemption form.

These new forms must be used instead of the old Conscientious Objector and Medical Exemption forms for new enrolments from 1 January 2016.

Detailed advice about the enrolment of children in early childhood education and care, including the updated forms, are available at the NSW Health website (see <http://bit.ly/1iur5qF>). They are also available from the ACA NSW website under 'Latest News'.

Policies

It is important that you have updated your policies to reflect these changes. The ACA NSW Child and Educators/Staff Immunisation Policy template was updated before Christmas to reflect these changes, including the new paperwork requirements. If you are not yet an ACA NSW policy template subscriber, please visit our website to find out more about the Policy Template resources that are available and how to subscribe.



"Parents who do not fully immunise their children aged up to 19 years will no longer be eligible for family assistance payments..."



TEACHER ACCREDITATION

In 2016, Early Childhood Teachers (ECTs) in NSW working in long day care and preschools will need to be accredited by the NSW Board of Studies, Teaching and Educational Standards (BOSTES).

This includes teachers who are currently employed in full-time, part-time or casual positions; hold an early childhood teaching qualification that is approved or recognised by ACECQA; and who deliver and assess against the Early Years Learning Framework. Eligible teachers will be accredited at Proficient Teacher.

Teachers have until 18 July 2016 to register for accreditation. After 18 July 2016, eligible ECTs will be accredited at Proficient Teacher.

Early Childhood Teachers in NSW will be accredited alongside NSW school teachers from 2015. 'Like' the ACA NSW Facebook page and stay informed.

How Will Accreditation Happen?

Accreditation will happen via a 3-step process.

1. ECTs must firstly **register online**; then
2. ECTs must provide certified copies (signed by a Justice of the Peace) of your **ACECQA approved teaching qualification**; certified copies of two forms of identification; evidence of a current **Working With Children Check** clearance; and a Statement of Service on letterhead from your employer (confirming that you are employed as an ECT) and send them to BOSTES; then
3. BOSTES will review your documents and email you with confirmation of your registration for accreditation.

Information Packs Now Available

In mid-February 2016, BOSTES sent information packs to all NSW early childhood education and care services. The packs contain information for ECTs about who the BOSTES is, what the accreditation requirements are, the registration process and the time frame for transition. If you have not already done so, please ensure you pass these important information packs on to your ECTs. Please see the member-only Teacher Accreditation page on the ACA NSW website and keep an eye on our *Weekly Update* member emails for further information and regular updates.

RESOURCE LIBRARY

With so many early childhood resources now available online, it can sometimes be difficult to find the most relevant resources for your service and your families, so we do our best to do the hard work for you! Listed below are just some of the terrific resources we have discovered recently that you might like to make available at your service.

Free KidsMatter Information Sheets

If you have not already discovered the excellent information sheets that Kids Matter Early Childhood has available online for educators and families, they are well worth a look. There are more than 100 information sheets available on anything from *Supporting Mental Health and Wellbeing* to *Positive Fathering* to *Cultural Diversity*. Whether you print them off and have them in a folder as a resource kit; make them available electronically to your team and the families at your service, or reference them in your policies, they're a must-read for anyone in the early childhood education and care sector. You can find the information sheets at <http://bit.ly/1Sajn6s>.



Free Resource to Help Support Working Parents

The Australian Human Rights Commission has released a fantastic online resource for managing pregnancy and working parents in the workplace. It provides resources for both employers and employees, ranging from the legal framework to leave to commencing/ending employment. Given that 97% of employees in long day care are female, and 60% of employees in long day care are aged between 20 and 40, this is a particularly handy resource for our sector! You can find it at <http://bit.ly/1K7aqlJ>.

Operational Policy Manual for Regulatory Authorities

If you have not yet discovered the ACECQA *Operational Policy Manual for Regulatory Authorities*, we highly recommend saving and/or printing a copy. It is an incredibly useful resource for Approved Providers and Nominated Supervisors, particularly ahead of Assessment and Rating visits, or in anticipation of spot checks, as it is the document that authorised officers and other regulatory authority staff use to assist them in applying the National Law and National Regulations. You can find it at <http://bit.ly/1Oapgch>.

NSW Quality Improvement Plan Workbook

The NSW Department of Education recently released a new resource (in workbook format) to assist services in preparing their Quality Improvements Plans. You can find it at <http://bit.ly/20UMEqK>.

Emergency and Evacuation Procedures

Children's Services Central released a guide in 2012 on Managing Emergency Situations. Whilst a few years old now, it is still a very handy resource to assist services in developing and maintaining an emergency policy and procedure framework for all types of emergency situations. You can find it at <http://bit.ly/20UMO1c>.



Cultural Connections Handbook

Child Australia's Cultural Connections Handbook is a useful resource for educators on respect for diversity and cultural competency, which are key aspects of the National Quality Standard, the Early Years Learning Framework and the Framework for School Age Care.

MORE ENERGY!

Author: Adrian Pattra. Education Director, Farran Street Education

Keeping staff engaged and motivated can seem like an endless task. Just when you think you have your team on track, something always goes off the rails. The best way to support long-term motivation, is to ensure that engagement principles are cultivated and embedded in the service's policies and practices. It is critical that leaders create environments that are motivating, inspiring and challenging for Educators.

If Educators become disengaged through poor management, then you run the risk of losing your best staff. Great services provide Educators with a sense of purpose, an opportunity to learn and grow, the resources to collaborate and the encouragement to celebrate strengths.

Are your Educators motivated and engaged in your service? Engagement refers to how much emotional commitment they have for their role. As managers and leaders we need to create an environment where employees are motivated and really care about doing a good job.

Services with high levels of engagement tend to be more innovative, more productive and more energised. They have lower employee turnover and are committed to quality educational outcomes.

Alternatively disengaged educators undermine others by complaining and being overly critical. They fail to complete tasks, miss deadlines and often alienate families.

Recent data shows that 56% of educators are disengaged. 13% are actively disengaged. Disengaged employees have 27% more sick days. Every sick day costs the service on average \$385. Just one disengaged educator is costing you over \$1100 each year in just sick leave alone.

The good news is that with the right environment everyone can become engaged and committed to the service.

When you have high levels of engagement, you'll see:-

- Reduced sick leave and improved staff retention
- Improved teamwork and communication
- Confident leaders with a clear direction
- Strong educator and family relationships
- Improved educational outcomes for children

Services with engaged employees have 26% less turnover and 20% less absenteeism.

Traditionally we've focused on short-term extrinsic motivators like pay rises, chocolates, lollies, vouchers and extra time in-lieu to motivate and engage team members. However, these types of extrinsic motivators only work in the short term and doesn't assist in creating engagement.

Engagement can be created through several factors. However, the most important factor in creating engagement in the service is to ensure individuals have autonomy in their roles.

Autonomy is simply having the freedom to act independently in their role, without being told what to do all the time. Autonomy is having a clearly defined role and responsibility with a clearly defined level of authority and an understanding of who is responsible for what.

If staff members are constantly asking whether they can do this or that, it might be a sign of poor autonomy. Similarly, if you find them standing around waiting to be told what to do or if you spend your days giving instructions, this may be a sign that there may be insufficient levels of autonomy in your team.





The foundation of autonomy is a clear set of expectations.

Consider this example, A children's book is sitting on the floor next to the book shelf with its front and back cover and middle page missing. What is your expectation of your room assistant as they walk towards the book?

Is your expectation for them to pick up the book and:

A – put it on the bench?

B – throw it out?

C – come and ask you what to do with it?

D – talk to the children about the missing pages?

E – get some blank paper and work with the children to evolve the book into a new story?

Often service leaders have different or even contradictory expectations for their assistants. Your room assistant need to clearly understand your expectations and their level of authority.

All too often we fall into the trap of supporting their lack of autonomy. I hear them ask

"Can I throw out the book?" Service leaders who simply answer this question are not promoting autonomy within their staff.

It is easy to spot a service when the roles are autonomous. It works much like a racing bike. All the parts move together, they all know their roles. Some parts turn, other parts stay stationary and they all work together to move the bike from A to B.

Services with great autonomy have someone responsible for sustainability and someone else for children's orientations. They will also have a leadership team, a dietary advisor and an event co-ordinator.

3 great ways to support autonomy

1. Clearly Defined Roles and Responsibilities.

People need to have clearly defined roles. Who is responsible for staff management? Is it the nominated supervisor or the room leaders? Who is responsible for making sure that the room assistant is learning to program? Is it the room leader or the educational leaders? Who is responsible for reviewing the accident and injury reports quarterly to look for structural (environmental) causes?

These responsibilities should be spread evenly across your leadership team, each person adopting an area of responsibility that will harness their strengths.

2. High Levels Of Trust

Engaged teams have high levels of trust between Educators. This trust comes from the perception that team members are competent and will not let each other down. This trust is also supported by the fact that they proactively share information and that they are open and approachable.

3. Ongoing Training and Support

"It is quicker if I do it myself!" Have you ever heard this before? This is perhaps the biggest risk to having individuals in autonomous roles. Making the time to train and up skill staff is essential if you want truly autonomous staff. Managers need to ensure that staff are not only competent in their tasks but also diversifying their skill sets to ensure they remain challenged in their roles.

Take the time to create roles which are autonomous, and you will be more likely to see your team flourish. When Educators are autonomous, they will focus on strengths and be more collaborative. They will solve problems more creatively and they will see the bigger picture!

Farran Street Education is a leading provider of professional development programs specifically designed for the ECE and OSHC sectors. We offer a range of seminars and in-service workshops to create high performing teams. Find out more or book a workshop at www.farranstreet.com.au/education or call 1300 366 896.

References

1. Gallup Employee Engagement Among the U.S. Working Population, 2012
2. Gallup Employee Engagement Among the U.S. Working Population, 2012, Direct Health Solutions
3. Queen's School of Business Centre for Business Venturing (QCVB)

2016 PROFESSIONAL DEVELOPMENT

Our 2016 professional development activities are now in full swing, with our first bus tour and workshops for the year already held, and our first weekend retreat for the year a matter of days away!

Combined Workshop/Bus Tours

Our first bus tour of the year was held Saturday 20 February 2015, commencing with an energetic and topical morning workshop with early childhood consultant Katarzyna Wieczorek-Ghisso on the Art of Reflective Practice. We then visited two of our member services – Konomi Kindergarten International (Willoughby) and Farran Street Early Education (Lane Cove), both rated as 'Exceeding' the National Quality Standard. Our thanks to the team at Konomi and Farran Street for welcoming us all so warmly and sharing the stories of your success. Check out our Facebook page for photos from the bus tour.

Our second bus tour of the year will be held Saturday 21 May 2015 in the Hurstville/Sutherland area, commencing with a morning workshop with Adrian Pattra from Farran St Education. Registrations will open soon, so keep an eye on our website and *Weekly Update* emails for details!



Early Childhood Retreats

Our Live, Learn, Play! early childhood weekend retreat is being held at Noahs on the Beach in Newcastle Friday 11 – Sunday 13 March 2016. At the time of writing, there has been very strong interest in the retreat, with registrations flooding in from right across the state. We will be posting photos and updates to our Facebook page throughout the weekend, so if you have not yet 'liked' our Facebook page, now is the time to do it!

Our second retreat will be held in the Blue Mountains Friday 22nd – Sunday 24th July 2016, and given we'll be in the mountains during winter, why not celebrate Christmas in July with us at the official retreat dinner!

Our final retreat for the year will be held Friday 29th October – Sunday 31st at a yet to be confirmed venue. We have had requests come in from the Northern Rivers and North Coast, as well as the Central West, so let us know if you have a preference!

Webinars

A reminder that ACA NSW members can access free webinars on important industrial relations and legal matters through our relationship with the Australian Business Lawyers Association (ABLA). The next ABLA webinars will be held 12pm – 1pm Tuesday 22 March 2016 on work, health and safety; and 12pm – 1pm Tuesday 19 April 2016 on managing ill and injured workers. Login details for each webinar are made available via our *Weekly Update* emails 1-2 weeks prior to each webinar being held.

Online Training

ACA NSW is proud to partner with TAFE NSW Open Training and Education Network (OTEN) in offering discounted training on units of study of importance to our members. OTEN will be offering the following online training at discounted rates to ACA NSW members in 2016:

- Child Protection
- Cultural Competence
- Sustainability
- Working with Aboriginal and/or Torres Strait Islander People

Please see our website (in particular the Events tab) for a full list of our professional development options for 2016, including workshops; webinars; online training; weekend workshops and bus tours; and weekend retreats.

SUMMER IS ALMOST OVER, BUT WE STILL NEED TO PROTECT OUR SKIN!



Did you know that the sun can cause serious damage to our skin even when it's not summer?

It's the UV (ultraviolet) radiation in sunlight that causes skin cancer, not the sun's heat or brightness. Most parts of Australia experience high levels of UV radiation all year round, especially from October to March. In Australia we have access to a weather forecast and a UV alert. The UV alert tells us what the UV level is likely to be at different times of the day, and the maximum UV level for the day.

When the number gets to 3, we protect against UV

A UV level of 1 or 2 will not damage most skin types, but a UV level of 3 or above can be harmful and means we need to protect our skin. UV can easily pass through clouds. Even on cold days, UV levels can be high. So whether it's sunny or grey outside, when the number gets to 3 we protect against UV.

More than nine in ten skin cancers can be prevented with sun protection.

To check peak UV times in your local area, download the SunSmart app on your smart phone. The Sun Smart app is a useful tool that lets you know the current UV level, the hours of the day the UV index will be 3 or above and the maximum UV forecast for the day.

How to protect against UV

More than nine in ten skin cancers can be prevented with sun protection. When the UV level is 3 or above ensure that you; wear a sun-safe hat, a shirt with a collar and sleeves, wear long shorts or skirts that reach below the knee, if possible wear sunglasses and apply at least 30+, broad spectrum, water-resistant sunscreen before going outside. Also remember to plan outdoors activities in the shade. By doing this we not only reduce our own risk of skin cancer, but we become a positive role model for children and families.

Is It Time To Renew Your SunSmart Membership?

SunSmart is a skin cancer prevention program run by Cancer Council NSW. Nine in ten NSW childcare centres are SunSmart members. Being a SunSmart childcare service provides community recognition that your centre takes sun protection seriously and also helps you meet the National Quality Framework.

The new SunSmart website makes renewing you SunSmart membership quick and easy. If your service is already SunSmart you will have received login details for your service by email. Log in to check:

- The status of your SunSmart membership. This may be 'Current', 'Due for Renewal', 'Lapsed/Expired' or 'Not SunSmart'
- The date your service became SunSmart
- The date your service is due to renew

You can also:

- Order new resources
- Ask the SunSmart team a question
- Download a copy of your sun protection policy



To check on your SunSmart membership, follow these steps:

- Step 1.** Head to www.sunsmartnsw.com.au and select 'Get Started'
- Step 2.** Type either the name, suburb or postcode of your service to select your service
- Step 3.** Use your log in and password to complete your renewal application

If you have not received your log in and password, or you are not yet part of the SunSmart program, please contact the friendly SunSmart team on (02) 9334 1761 or email sunsmartchildcare@nswcc.org.au and they will be more than happy to assist you!

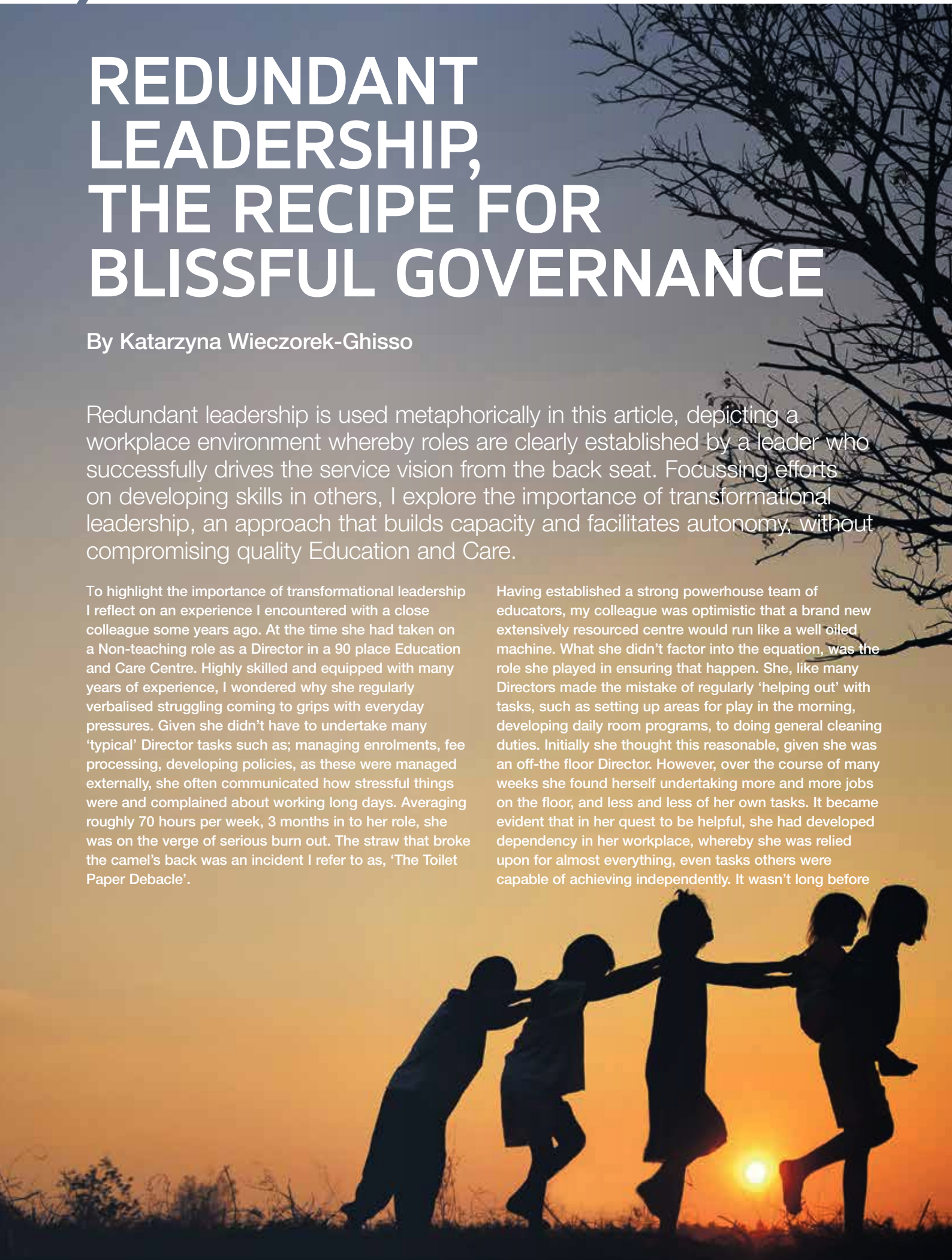
REDUNDANT LEADERSHIP, THE RECIPE FOR BLISSFUL GOVERNANCE


By Katarzyna Wieczorek-Ghisso

Redundant leadership is used metaphorically in this article, depicting a workplace environment whereby roles are clearly established by a leader who successfully drives the service vision from the back seat. Focussing efforts on developing skills in others, I explore the importance of transformational leadership, an approach that builds capacity and facilitates autonomy, without compromising quality Education and Care.

To highlight the importance of transformational leadership I reflect on an experience I encountered with a close colleague some years ago. At the time she had taken on a Non-teaching role as a Director in a 90 place Education and Care Centre. Highly skilled and equipped with many years of experience, I wondered why she regularly verbalised struggling coming to grips with everyday pressures. Given she didn't have to undertake many 'typical' Director tasks such as; managing enrolments, fee processing, developing policies, as these were managed externally, she often communicated how stressful things were and complained about working long days. Averaging roughly 70 hours per week, 3 months in to her role, she was on the verge of serious burn out. The straw that broke the camel's back was an incident I refer to as, 'The Toilet Paper Debacle'.

Having established a strong powerhouse team of educators, my colleague was optimistic that a brand new extensively resourced centre would run like a well oiled machine. What she didn't factor into the equation, was the role she played in ensuring that happen. She, like many Directors made the mistake of regularly 'helping out' with tasks, such as setting up areas for play in the morning, developing daily room programs, to doing general cleaning duties. Initially she thought this reasonable, given she was an off-the floor Director. However, over the course of many weeks she found herself undertaking more and more jobs on the floor, and less and less of her own tasks. It became evident that in her quest to be helpful, she had developed dependency in her workplace, whereby she was relied upon for almost everything, even tasks others were capable of achieving independently. It wasn't long before





“Effective leadership promotes a positive organisational culture...”

she became tired and started resenting her job, regretting having taken it on in the first place. Her frustrations intensified when a delivery truck arrived one morning and no one seemed to know what to do, made worse by a panicked educator bursting into her office asking, “Where do I put the toilet paper?”. It dawned on her at that moment that she made a drastic error in judgement. Rather than enacting leadership in others, she developed a dependency culture by being too available and too helpful.

In any workplace, whether we like to admit it or not, we should operate according to the service hierarchy, where each person plays an important role. Much like pieces in a puzzle, each is shaped differently and each belongs in a certain place, hence each one plays a unique role. More often than none, there appears a perception out there that we all have equal roles and thus should share the load. If we take the puzzle as a metaphor for the sake of reference, can pieces be randomly positioned anywhere? If we took that approach we would end up in a rightful mess with pieces scattered everywhere, and in some cases that is exactly what happens. Confronting as it may be, lets also remember that we aren’t paid equally. Imagine for a minute if we all were? How would any workplace function if at the end of everyday pay was split amongst people who were present that day, irrespective of what they did or how they were positioned?

In reality our pay is governed in accordance with levels of qualification and accountability, therefore it would stand to reason that each team member function with the view of contributing to achieving the overall vision of the service. We may not be accustomed to this way of thinking, however important we reflect on our workplace scenario in reference to the National Quality Framework, Standard 7.1 which clearly identifies hierarchical leadership as a determining factor to effective service operation; *Effective leadership promotes a positive organisational culture and builds a professional learning community*, and more specifically in Element 7.1.1, *Appropriate governance arrangements are in place to manage the service*.

In the case of my colleague, she had a well-documented Governance Policy on paper, however her practice in no way reflected it. The solution to her dilemma was complex but certainly achievable. Firstly, she needed to break out of the habit of ‘helping’ and start focussing on identifying people’s strengths, building their capacity and developing their skills in a supportive environment. Secondly, she needed to establish explicit measurable documented tasks which would guide their everyday practice, and thirdly, she needed to ensure she ‘check in’ or, in other words, regularly follow up with people ensuring that tasks were completed according to the service standards. Once she broke her habit of rescuing, which did take time, she not only felt rewarded in her role, but began to experience blissful leadership, a state of existence she never thought possible.

NSW PROVISIONS IN THE NATIONAL REGULATIONS

With so much national information being circulated about Early Childhood Teacher and ratio requirements, we would like to remind members that a number of provisions apply in NSW that differ from other jurisdictions. These are outlined in Part 7.3 NSW-specific provisions in the Education and Care Services National Regulations. In particular, please refer to:

- **Regulation 271:** This makes clear the educator:child ratios for children aged 36 months to 6 years in NSW.
- **Regulation 272:** This makes clear the number of ECTs required in services of varying number of licensed places in NSW.

On a similar issue, though not specific to NSW, we recently shared on our Facebook page a 'Mythbuster' shared by ACECQA following recent circulation of misleading information regarding Diploma qualifications. To be clear, there are NO changes planned to require all educators counted towards ratios to have or be working towards an approved diploma qualification. In centre-based services, half of all educators educating and caring for children preschool age and under required to meet the educator to child ratios must have - or to be actively working towards - an approved diploma-level qualification or higher. All other educators required for the ratio must have, or be actively working towards, at least an approved Certificate III qualification. Some services may request that all their educators have, or be working towards, an approved Diploma level qualification, but this is NOT mandated by the National Regulations and is at the discretion of the individual service. You can find other Mythbusters at <http://www.acecqa.gov.au/mythbusters>.

ARE YOUR POLICIES UP-TO-DATE?

The Education and Care Services National Regulations stipulate that every early childhood education and care service in Australia must have policies and procedures. It is important that the quality practices of early childhood education and care services are supported by policies that are relevant, accurate and reflect the latest sector information and service philosophy. A comprehensive set of policies, tailored to your service's unique circumstances, will help you meet the requirements of the National Quality Standards and help your service run smoothly.

ACA NSW has a series of Policy Templates available to subscribers to help guide you through the policy development process. These policy templates are regularly updated. We advise our subscribers of any updates via our Weekly Update member emails, so if you are a subscriber, please ensure you are reading these regularly. Alternately, the list includes a date reference indicating when the policy was last reviewed/updated. As an example, we have recently updated our Sun Protection policy; Risk Assessment template; and Child and Educators/Staff Immunisation policy.

If you are not yet an ACA NSW policy template subscriber, please visit the 'Resources' menu on the ACA NSW website to read more about the resources that are available and how to subscribe.



STATE OF THE SECTOR

ACECQA Snapshot Report

The ACECQA Snapshot Report for Q4 2015 has been released, highlighting that the number of early childhood education and care services has dropped to 15,166 across Australia (down from 15,910 last quarter), operated by 7,433 approved providers (up from 7,353 last quarter). The report highlights that 83% of approved providers operate only one service (the same percentage as last quarter). The report shows that 68% of assessed services (noting that only 74% of services across the country have been assessed and rated to date) are meeting or exceeding the National Quality Standard, and only 5% of approved services are currently operating with a waiver (down slightly from last quarter).

Once again, the report highlights a stark difference between the quality ratings of long day care, preschool and outside school hours care (see Figure 8 below, from p.13 of the report), but it is pleasing to note that this report acknowledges a number of contextual factors that are reflected in the results. ACA NSW has contacted ACECQA about the report, both to request changes to the classification types referred to in the report (in particular their reference to privately owned services as “for profit”), and to request additional commentary on inconsistency across jurisdictions and evidence-based criticisms of the process in the first year or two of assessment and rating.

Looking at NSW specifically, as at 31 December 2015, there were 5,233 approved services across the state (up from 5,163 last quarter), 4,832 of which are centre-based services (up from 4,796 last quarter), including 2,790 long day care services, and 401 of which are family day care (up from 367 last quarter). 73% of services have been assessed and rated (up from 69% last quarter), with 60% of assessed services meeting or exceeding the NQS (up slightly from 58% last quarter).

Publishing of A&R Results

In response to the concerns that a number of you have raised with us about the date of the Assessment and Rating visit not being published on the Australian Children's Education and Care Quality Authority (ACECQA) website, we have requested that ACECQA add this field to their website and national register. We have had confirmation from ACECQA that they are currently looking at what changes can be made to the register to highlight the date of assessment, particularly as some assessment and rating visits were conducted several years ago, and there may have been considerable change in the service since the rating was awarded. We have not had confirmation of exactly when this will be added to the website, but they have confirmed that it will be this year. We will continue to monitor this situation closely to ensure it does not drop off ACECQA's priority list.

Early Childhood and Child Care in Summary (if this doesn't fit into the one page with the above stories, please delete this story, as it's a nice-to-have, not a must-have)

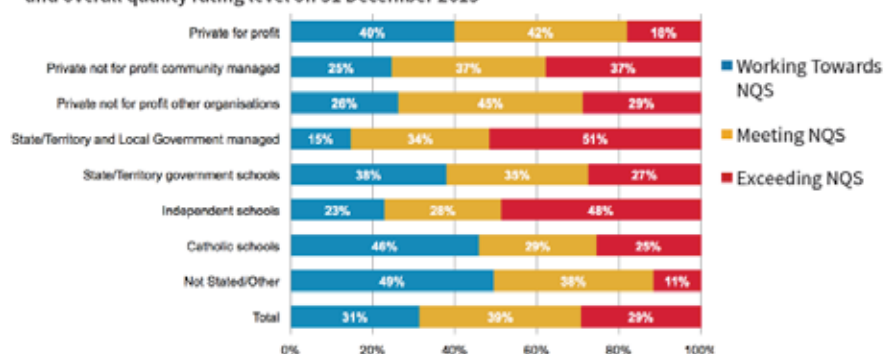
The Federal Department of Education has released the latest Early Childhood and Child Care in Summary report, which provides information on the number of children in 'approved child care' for the March quarter 2015.

Key findings for the March quarter 2015 include:

- 1,211,200 children attended approved child care (404,860 in NSW), up 7.4% since the March quarter 2014
- 821,880 families had at least one child in approved child care (278,760 in NSW), an increase of 5.9% since the March quarter 2014;
- 16,966 approved child care services operated in Australia (5,755 in NSW), an increase of 4.7% since the March quarter 2014;
- 54.6% of children in approved child care in Australia are in long day care (56% in NSW);
- 2/3 of families in NSW using approved child care are using long day care. This equates to 184,760 families.
- The proportion of children in long day care is higher in regional and remote Australia (60%) than in city areas (53%);
- 28,800 Indigenous children (2.4% of all children) use approved child care in Australia, 48% of whom are in long day care. In NSW, 10,340 Indigenous children use approved child care, 65% of whom are in long day care.

You can read the full report and access previous quarterly reports at <http://www.education.gov.au/child-care-update>.

Figure 8: Proportion of approved services with a quality rating by provider management type and overall quality rating level on 31 December 2015





Are you Receiving ACECQA Newsletters and EC Extra?

We strongly encourage all members to sign up to receive two important newsletters that are regularly circulated via email.

1. To sign up for the email newsletters from the Australian Children's Education and Care Quality Authority (ACECQA), please visit <http://acecqa.gov.au/Subscribe.aspx>.
2. To sign up for the email newsletters from the NSW Early Childhood Education and Care Directorate, please visit <http://bit.ly/1QOITBV>.



Are your staff CPR, First Aid, Asthma & Anaphylaxis qualifications current?



HLTAID004 - "Provide an emergency first aid response in an education and care setting" is Nationally Recognised, WorkCover Approved and endorsed by ACECQA as satisfying all education requirements for first aid, anaphylaxis and emergency asthma training.

Onsite training is available for a minimum of 5 participants, 7 days a week.

For more information or to book your training, please contact:
Mia Pacey | Ph: 1300 766 257 | E: mpacey@surflifesaving.com.au



AUSTRALIAN LIFESAVING
ACADEMY
 NEW SOUTH WALES



SPONSORS, SUPPLIERS AND PARTNERS

ACA NSW is delighted to have welcomed a number of new supplier members to the ACA NSW family, with ChildcareApplication.com.au, Karben Training Solutions, Educa and Specialised Childcare Bookkeeping joining as supplier members recently.

We have also had Teaching Solutions partner with us to offer members an incredible 15% discount on all Teaching Solutions purchases. Please quote the discount code 'ACANSW15' when ordering ONLINE to access this discount. Details on how to order and take advantage of this discount are available to members only via the Member menu on our website.

We will be regularly updating you on the products and offers they have available to you as valued members of ACA NSW, so keep an eye on our Weekly Updates, website and Facebook page for details.

Are you taking advantage of our Officeworks discount?

As you may already be aware, ACA NSW recently partnered with Officeworks to offer members with exclusive benefits that could save you thousands of dollars per year. As an ACA NSW member, you can gain access to exclusive member benefits by signing up to a 30-day business account, which provides you with preferential pricing on a range of business essentials, and free delivery nationwide with no minimum order quantity (NB; this does not apply to larger item orders). As an example, here in the ACA NSW office, we normally pay \$59 (incl GST) for laminating sheets. Using our Officeworks discount, we now pay \$24.54 - a saving of 58%! This is but one example of the types of savings you can take advantage of by registering as an ACA NSW member. Please visit <http://www.officeworks.com.au/campaigns/business-account/ACANSW> for further information and details on how you can register your service for discounts.

Gold Sponsors

Staffing/Recruitment



02 9277 7000
www.mcarthur.com.au

Supplier Member Directory

Office Products and Technology



1300 633 423
www.officeworks.com.au



enquiries@childcareapplication.com.au
www.childcareapplication.com.au



1800 797 518
www.educa.com.au

Educational Resources



03 5988 0668
www.teachingsolutions.com.au



1300 365 268
www.bellbirdkidz.com.au



1300 720 353
www.stepproducts.com.au

First Aid and Lifesaving



1300 667 890
www.medicor.com.au



02 9471 8000
www.surflifesaving.com.au

Food, Nutrition and Health



1300 870 054
www.kidsgourmetfood.com.au



0401 875 225 (Kelly)
www.letstalkteeth.com.au

Sun Safety



0418 283 876
www.schoolshades.com.au

Access Control



02 9404 8777
www.covetek.com.au



02 4353 7188;
www.kts.edu.au

Finance/Payment



07 3258 4222
www.ezidebit.com



0429 861 837
specialisedchildcarebookkeeping.com.au

Telecommunications



1300 4TELSTRA | 1300 THE SHIRE
www.telstrabusiness.sydney

Children's Accident Protection from Guild.

Because dare devils and little angels – are not as indestructible as they think.

No matter how well you look after the children in your care, accidents can happen. Whether it's a leap, a fall or another child's push, the financial and emotional pain can be devastating for both you and the parents of an injured child.

When you choose Guild's Children's Accident Protection Insurance, you're protected in this scenario and will be able to act quickly providing financial support to the family of an injured child.

Call us today **1800 810 213**
or visit **guildinsurance.com.au/cap**



Better through experience.

