

**Fairburn, Janine**

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**From:** Partridge, Leah  
**Sent:** Wednesday, 31 July 2019 4:41 PM  
**To:** Masterman, Tanya  
**Subject:** Phone Call rg. SCN Brindabella Christian College

UNOFFICIAL

Hi Tanya,

So sorry, I accidentally picked up your phone this afternoon while trying to pick up Sean's.

[REDACTED] from Brindabella Christian College rang to ask if [REDACTED] was able to get an extension on the response to the Show Cause Notice which is due this afternoon. [REDACTED] commented that [REDACTED] [REDACTED] trying to get this response to you.

[REDACTED] agreed that you would be happy to offer [REDACTED] extra time and gave [REDACTED] until COB Friday 2<sup>nd</sup> August 2019 to provide this response. I hope this is okay with you.

Kind regards,

Leah Partridge | Assistant Director | Early Childhood Regulatory Policy and Coordination  
Phone: 6207 8083 | Fax: 6207 1128 | Email: [Leah.Partridge@act.gov.au](mailto:Leah.Partridge@act.gov.au)  
Early Childhood Policy and Regulation | Education | ACT Government  
Level 3, HBCTL, Fremantle Drive, STIRLING ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [CECA Facebook](#)

I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders both past and present.



**Fairburn, Janine**

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**From:** [REDACTED]@bcc.act.edu.au>  
**Sent:** Wednesday, 31 July 2019 2:04 PM  
**To:** Masterman, Tanva  
**Subject:** Re: [REDACTED] Show Cause Notice from ACT  
 Regulatory Authority  
**Attachments:** Case Notice Report.docx

Dear Ms Tanya Masterman

Here is my response to the 2 allegations against my name. I received this via email on the 17th of July, in which I was able to create a response 14 days after the email, meaning by the 31st of July.

Below attached is my response.

If you require anything else please do not hesitate to email me on this email.

Regards,




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**From:** Masterman, Tanya <Tanya.Masterman@act.gov.au>  
**Sent:** Wednesday, July 17, 2019 3:02 PM  
**To:** [REDACTED]@bcc.act.edu.au>  
**Subject:** Brindabella Christian College ELC - Charnwood - Show Cause Notice from ACT Regulatory Authority

UNCLASSIFIED

Dear [REDACTED]

I am an Authorised Officer under the *Education and Care Services Law (ACT)*. The Regulatory Authority recently received a complaint regarding your conduct towards children at the above service and carried out a formal investigation.

It has been determined by the Authority's Case Management Committee that there is sufficient evidence to warrant a show cause notice being issued to you, to provide you with an opportunity to respond to the allegations made.

The notice is attached, together with a guide to responding to a show cause notice. A hard copy is being sent by registered post today.

You will see that any response you wish to submit is due 14 days from the date of receipt of the notice.

Yours sincerely

**Tanya Masterman** | Senior Investigator

Phone 02 6205 2012 | Email [tanya.masterman@act.gov.au](mailto:tanya.masterman@act.gov.au)

Early Childhood Policy and Regulation | Education | ACT Government

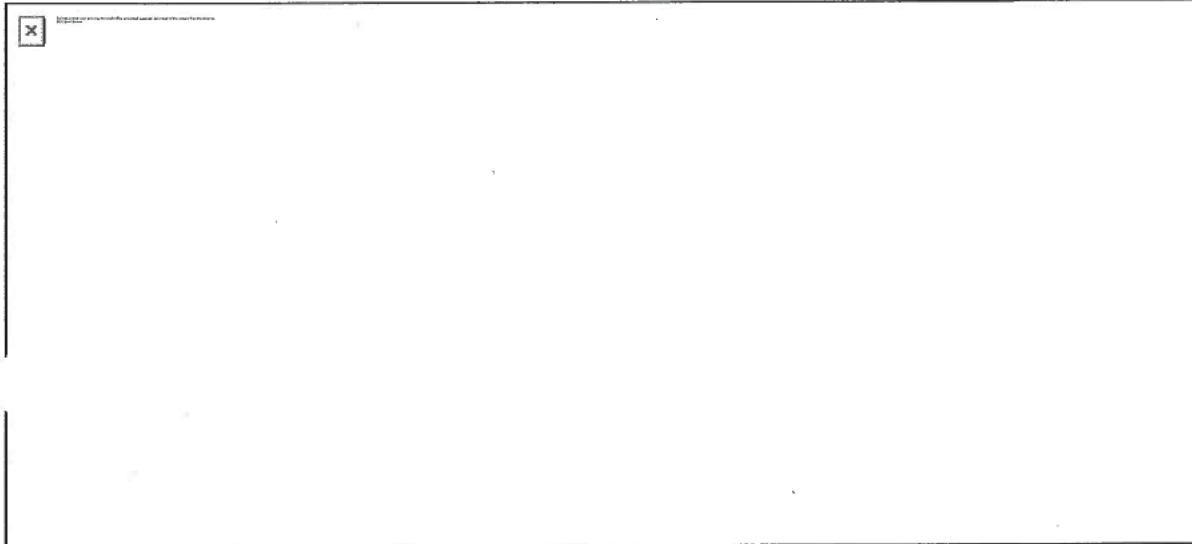
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611

GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [CECA Facebook](#)

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Response to Allegations



Brindabella Christian College

Due: 31<sup>st</sup> of July, 2019



Allegation One

[Redacted]

[Redacted]

[Redacted]



c.





Allegation Two

*a.*

[Redacted]

[Redacted]

*b.*

[Redacted]

[Redacted]

*c.*

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Fairburn, Janine

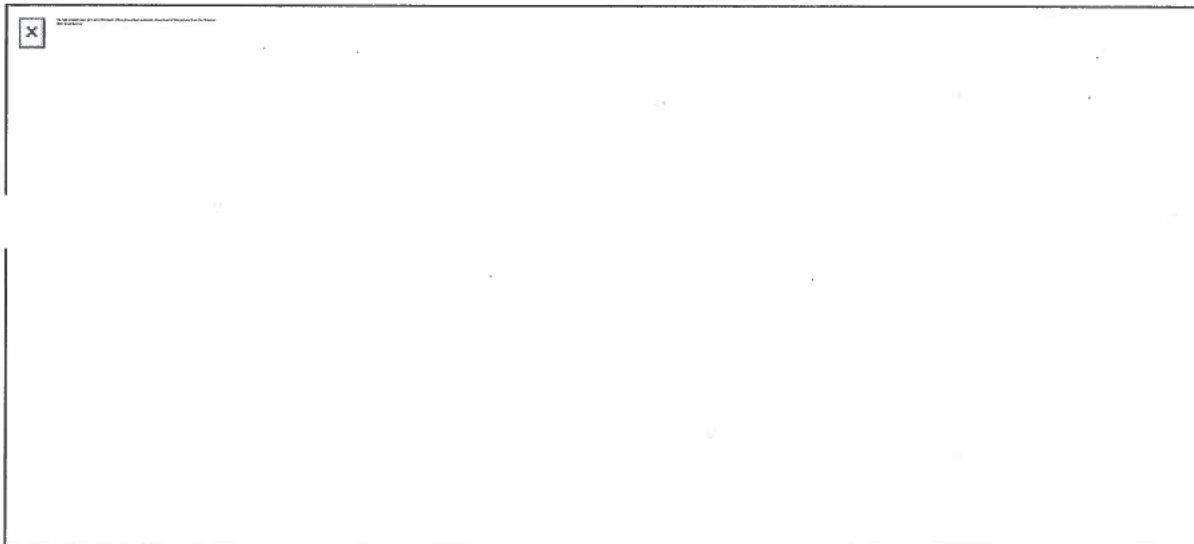
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**From:** [REDACTED]@bcc.act.edu.au>  
**Sent:** Wednesday, 31 July 2019 5:51 PM  
**To:** Masterman, Tanya  
**Subject:** Show Cause Notice [REDACTED]  
**Attachments:** Response to send.zip; [REDACTED] Show Cause response.pdf

Dear Tanya,

Please see attached my Show Cause Response and supporting documentation.  
Please do not hesitate to contact me should you require anything further.

Kind Regards



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31 July 2019

Tanya Masterman Senior Investigator  
Children's Education and Care Assurance GPO Box 158  
CANBERRA ACT 2601

Dear Tanya,

I am writing to respond to the 'Show Cause Notice' issued by the ACT Regulatory Authority relating to allegations of inappropriate discipline and inappropriate interactions by educators at Brindabella Christian College Early Learning Centre Charnwood SE-00011290 (the Service), operated by Brindabella Christian Education Ltd PR-00005809 (the Provider).

I can confirm that at the relevant time [REDACTED] and [REDACTED] were the [REDACTED] for Brindabella Christian Education Ltd.

#### **Allegation One**

It is alleged that, on 14 May 2019, [REDACTED] told a child, [REDACTED]

- a. words to the effect of "*if you don't stop being naughty I'll send you somewhere else and you won't be able to come back here or see your mummy or daddy again*"; and
- b. words to the effect of "*if you don't go to sleep right now, I'll call your mummy and daddy and tell them to not come and get you today*"

#### **Response**



### Allegation Two

It is alleged that, on 14 May 2019, when lunch was being served in the [redacted] room and [redacted] had put [redacted] to bed, [redacted]

- c. Removed [redacted] from [redacted] bed and pulled [redacted] by the arm to the table, while [redacted] was crying and yelling that [redacted] wanted to go to bed; and
- d. When [redacted] went back to [redacted] bed, [redacted] again removed [redacted] from [redacted] bed and dragged [redacted] to the table, while [redacted] was crying and yelling that [redacted] wanted to go to bed.

### Response



### Allegation Three

It is alleged that, on 14 May 2019, when [redacted] was at the lunch table and crying about wanting to go to bed, [redacted] took a spoonful of [redacted] lunch and put it in [redacted] mouth when [redacted] was yelling, held [redacted] chin to close [redacted] mouth and held [redacted] arms down when [redacted] tried to push [redacted] hands away.

### Response





### Follow up

[REDACTED]

[REDACTED]

[REDACTED] The leadership Team and I will work closely with [REDACTED] to ensure [REDACTED] is given the appropriate mentoring and Support to extend [REDACTED] skills and knowledge [REDACTED]. At the service I will ensure that our key focus areas with [REDACTED] and [REDACTED] development is around interactions with children and behaviour guidance strategies. Pending the outcome and [REDACTED] return [REDACTED] will be placed under direct supervision and an Early childhood Teacher, in a room that can closely support and monitor [REDACTED] interactions and work with Children. Another Strategy that has been put in place in light of this is Within the change of the leadership team and support structure at Charnwood ELC. From this change we will also be able to have regular check in sessions with [REDACTED] and myself, the [REDACTED] and [REDACTED] as the [REDACTED] to ensure this type of issue does not arise again.

With relation to our support plan and changes with the allegations against [REDACTED] We are currently recruiting for a Lead Educator either Diploma or Degree Qualified in our [REDACTED] room to work with [REDACTED] and supervise and support further development of [REDACTED] skillset as a Lead Educator.

The leadership team Structure Change explained in the above statement is outlined as follows:

- The position of Assistant Director is being advertised as Assistant Director/Nominated Supervisor Non-Teaching, with this change we will ensure that each of our Sites have a Nominated Supervisor allocated to each Centre to support [REDACTED] in the role.
- [REDACTED] has now been appointed in a [REDACTED] across [REDACTED] to ensure that staff are adequately supported with regards to [REDACTED]. This role will also allow for more one on one mentoring and the ability to focus on set goals for individual educators.

Please be aware that we have been actively working with the staff in the development of their skills and have provided a multitude of training and support over the past 6 months also With relation to



all allegations in the Show Cause notice/the services notice of a 215 request there have been a number of actions taken to ensure all staff are aware of best practice we have also had a major review of policy and procure during the last few months and this is now reflective in our management please see the following attachments for your reference:

- Appendix A [REDACTED] Interview voice recording
- Appendix B [REDACTED] Interview voice recording
- Staff meeting is taking place on Monday 12 August. During this meeting we will be revisiting policy and procedure relating to interactions with children as well as the Behaviour Buster workshop. I have attached a copy of our planned agenda, see Appendix C
- On 9 January 2019 All staff participated in Protective Behaviors Training and mandated reporting training, see Appendix D
- On 13 and 14 February 2019 [REDACTED] met with [REDACTED] to discuss their development and support plans for 2019, see Appendix E
- On 15 February 2019 an email was sent to all staff in relation to encouraging children to eat and interactions, see Appendix F
- 25 February email relating to [REDACTED] joint Belief statements in response to staff meeting, see Appendix G
- 29 April 2019 Minutes from staff meeting, Appendix H
- 14 May 2019 Email communication from [REDACTED] Appendix I
- 29 May 2019 Communication Record with [REDACTED] and written warning, Appendix J
- 18 June 2019 Communication record, all [REDACTED] staff individually with [REDACTED] Appendix K
- 1 July Staff meeting agenda and SIDS training, Appendix L
- Appendix M; signed policy's reviewed

*Also provided:*

- Voice recordings of interviews (Can be provided upon request, see appendix A and Appendix B for transcribed notes.)
- *Appendix C Agenda for August Staff Meeting*
- *Staff Handbook*
- *Staff code of conduct*
- [REDACTED] is being scheduled for August to conduct in house training with all staff.
- Staff will be given additional time to complete modules on ECA Learning Hub



This information and supporting documents have been provided, in response to the 'Show Cause Notice' issued by the ACT Regulatory Authority relating to allegations of inappropriate discipline and inappropriate interactions by educators at Brindabella Christian College Early Learning Centre Charnwood SE-00011290 (the Service), operated by Brindabella Christian Education Ltd PR-00005809 (the Provider). Should you require any further information, please do not hesitate to contact me.

Regards



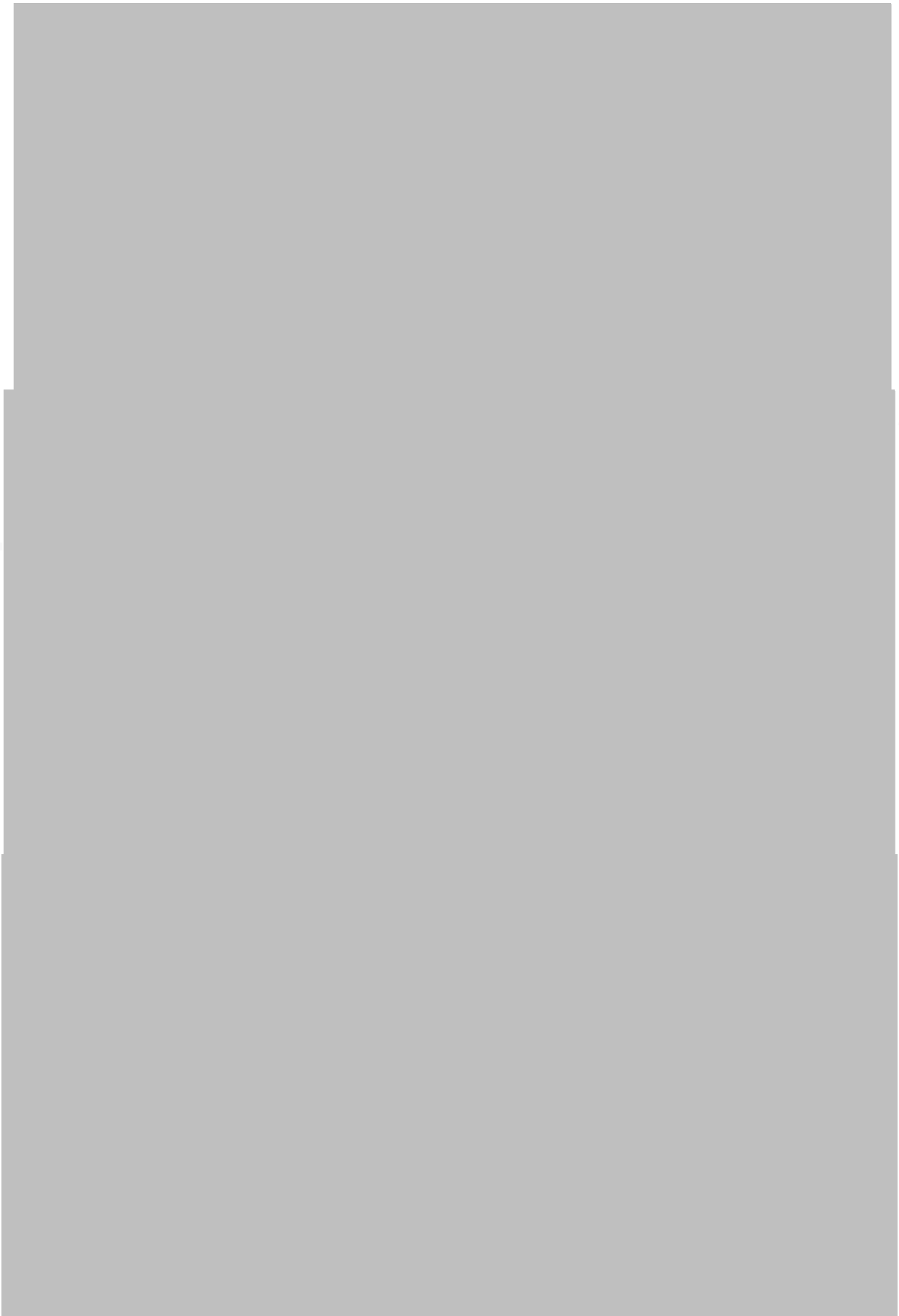
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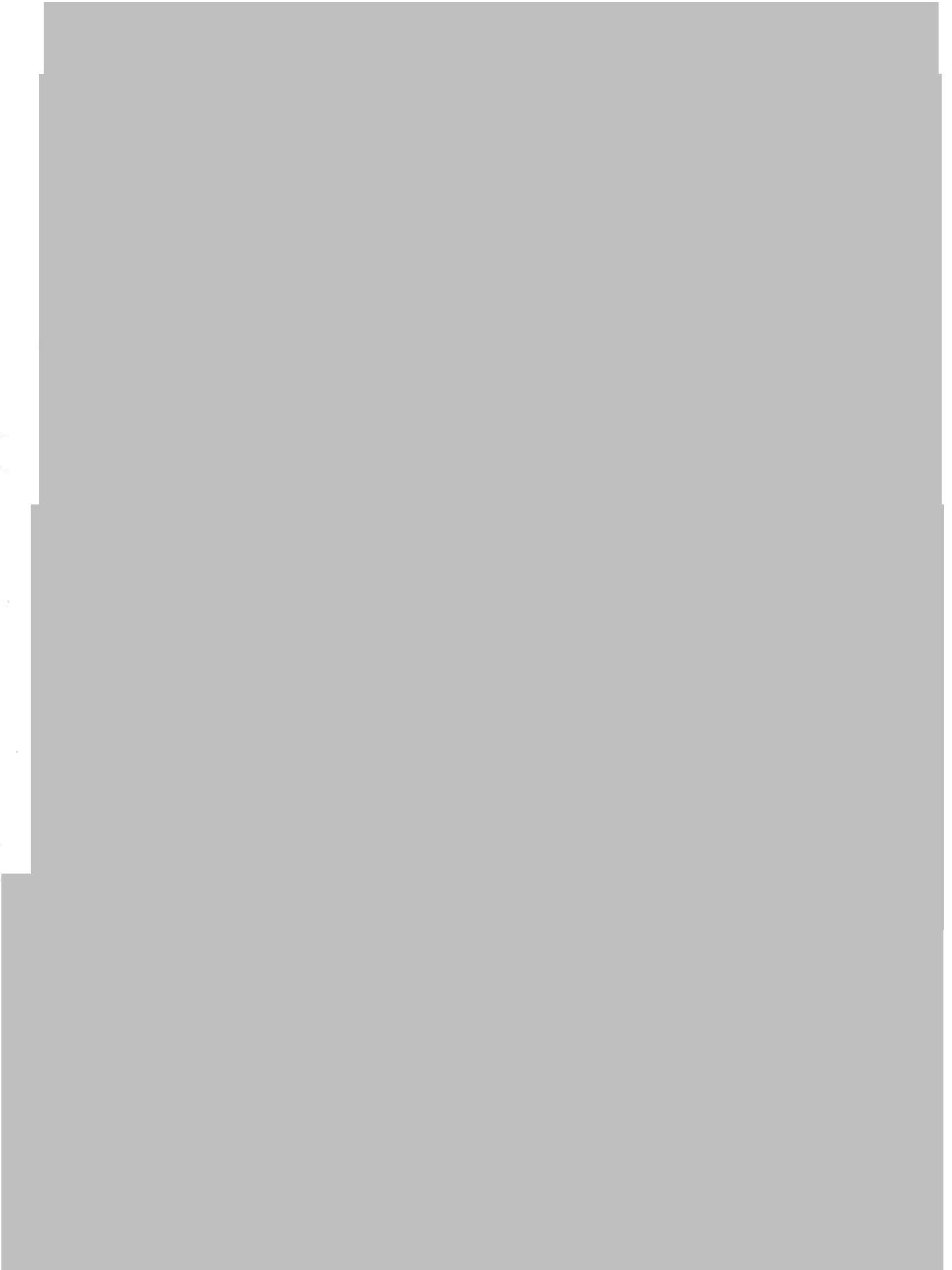
**Date:** 25 July 2019

**Duration of Audio:** 19 minutes and 33 seconds

**Start of Transcription**





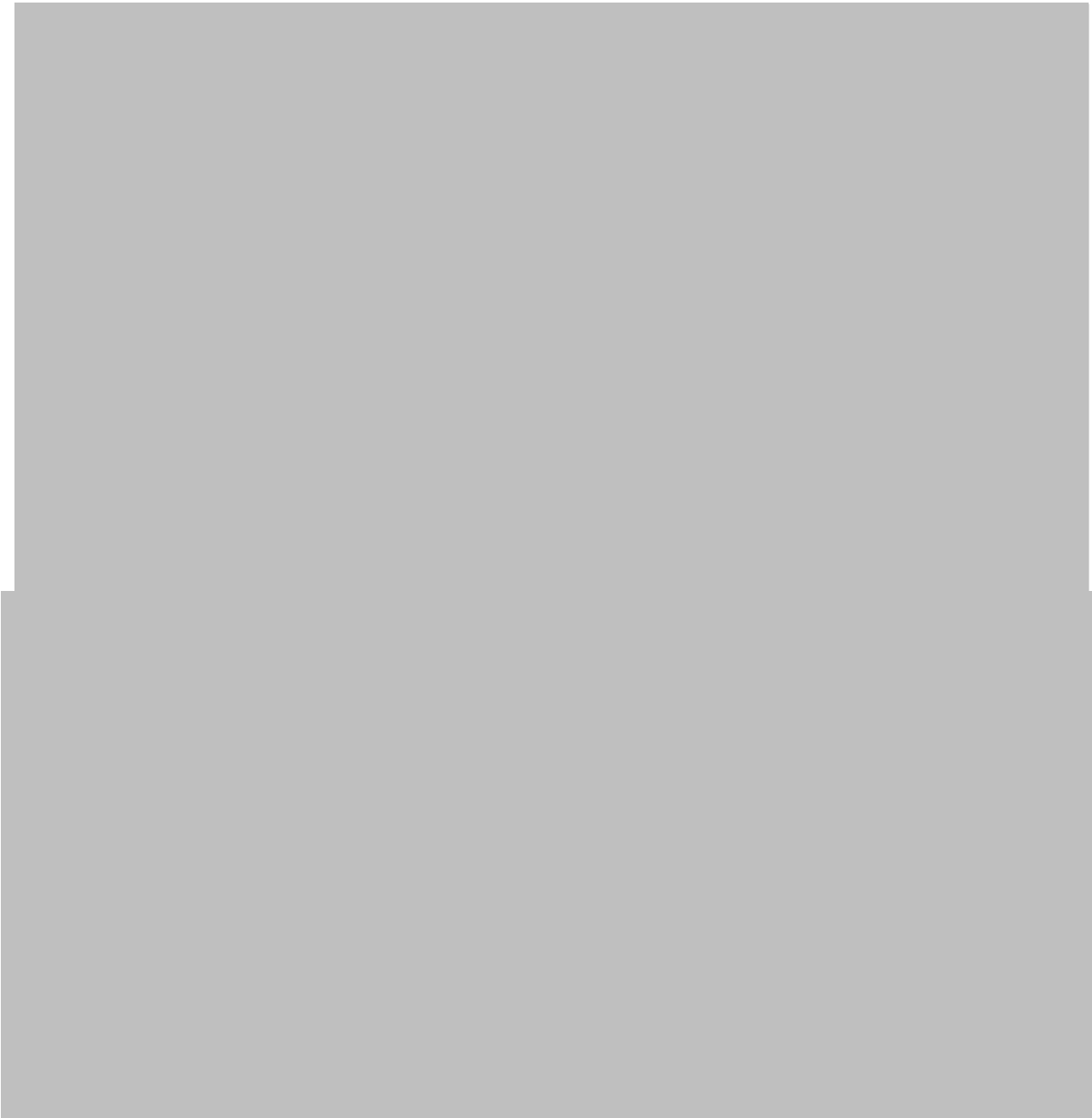












**End of Transcription**

**Transcription Details:**

**Date:** 25 July 2019

**Duration of Audio:** 14 minutes and 22 seconds

**Start of Transcription**

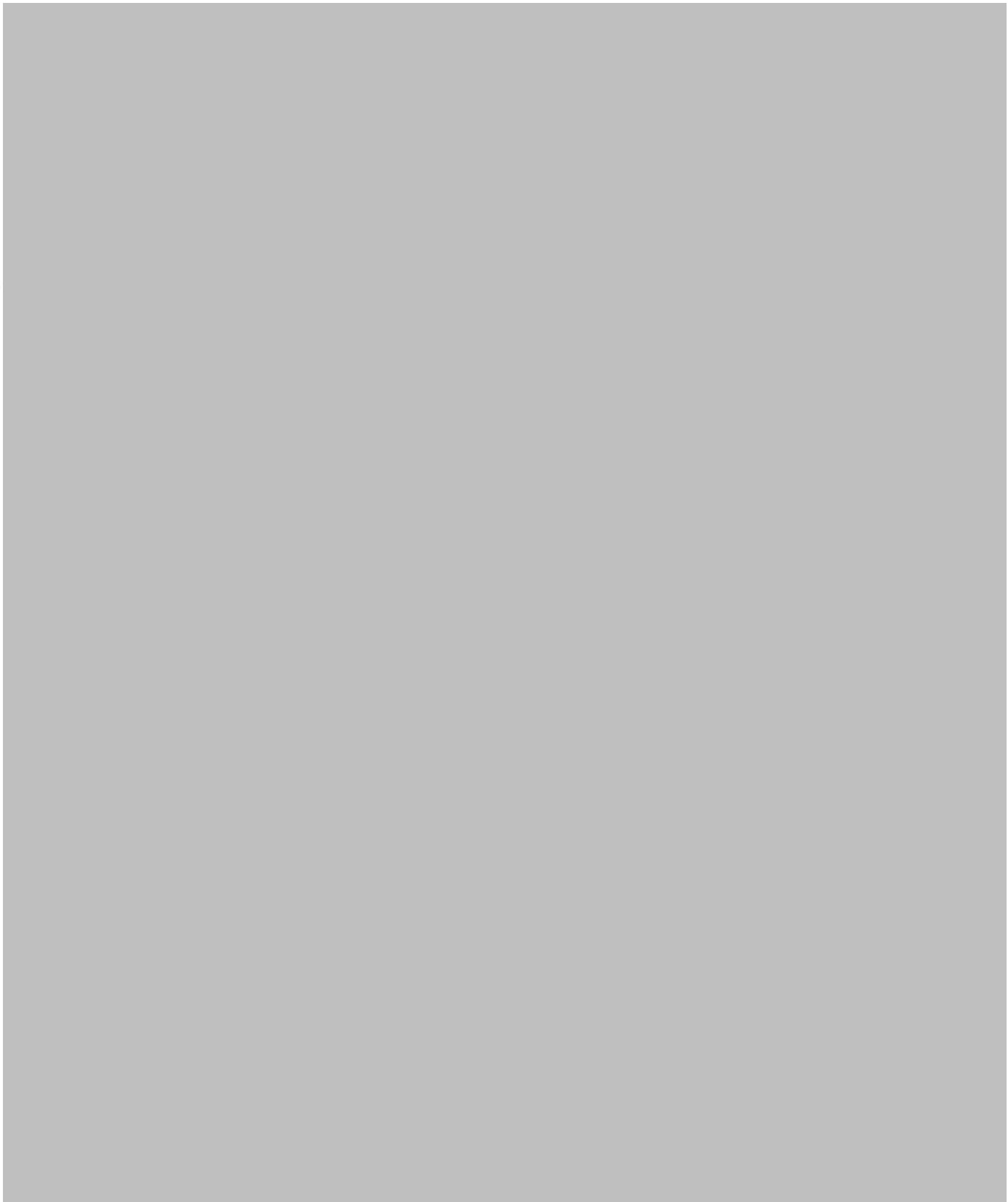














Whole ELC & OSHC Staff-Team Meeting Date: Monday 12<sup>th</sup> August 2019

Welcome everyone sign in on attendance sheet please.

Prayer – Open for anyone to lead prayer.

Housekeeping:

- New roles for management, new leadership roles.
  1. Assistant Director for Charnwood Recruitment we sent a letter that out to families and staff on the 31/7/2019 explaining this change.
  2. [redacted] role to oversee all Curriculum & Educational programs, Staff training and development.
  3. Staffing/organisational Structure:
    - [redacted]
    - [redacted]
    - [redacted]
    - [redacted]
    - [redacted]
    - [redacted]
- Changes and recruitment update on staffing placement:
  1. [redacted]
  2. [redacted]
  3. [redacted] we will also be recruiting for the replacement in [redacted]
- Changes re [redacted] and how that affects us in ELC & OSHC
- Staff appraisal notices everyone will have their meetings in coming month

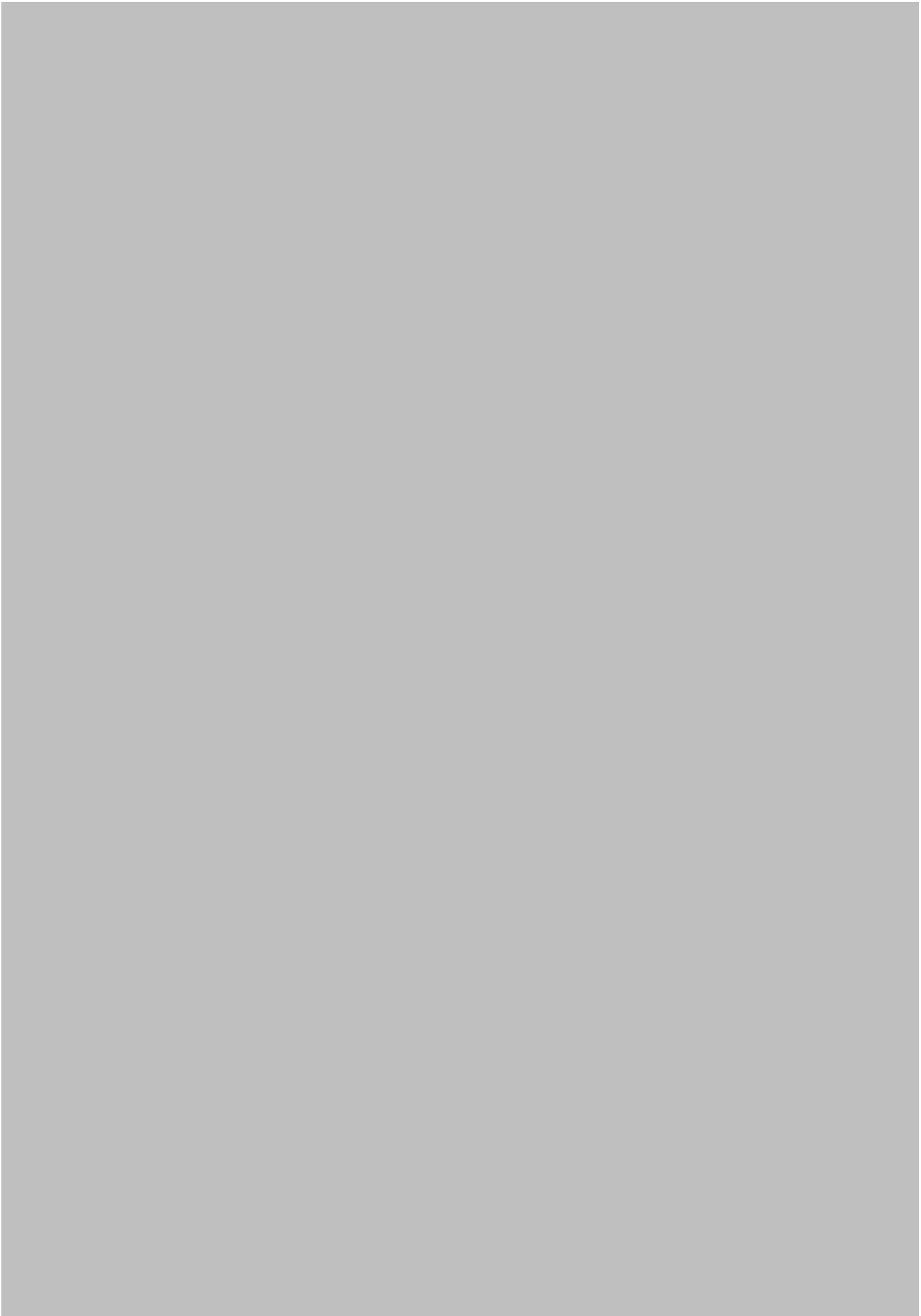
Opening Devotion:

Ice breaker:

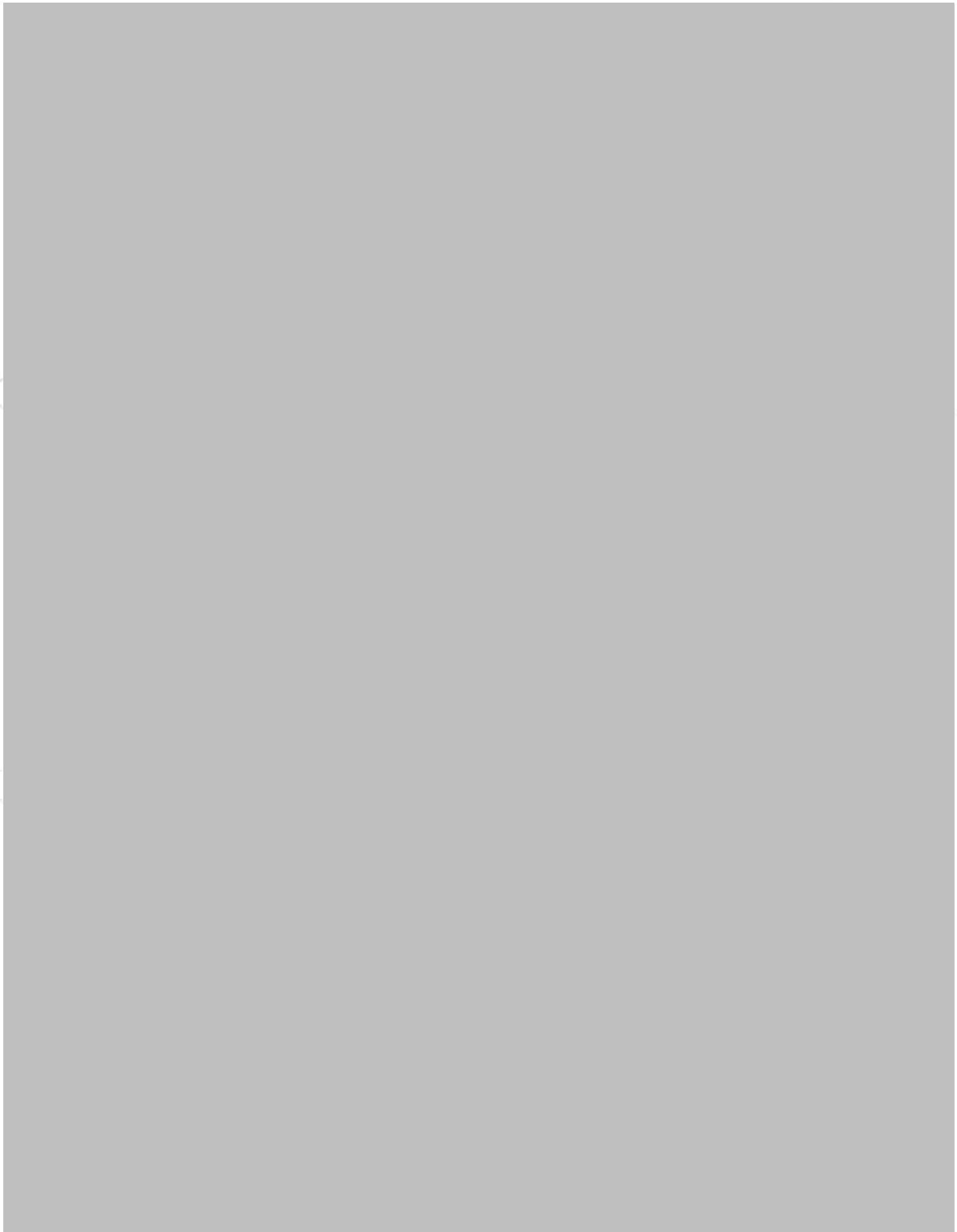
Main Agenda:

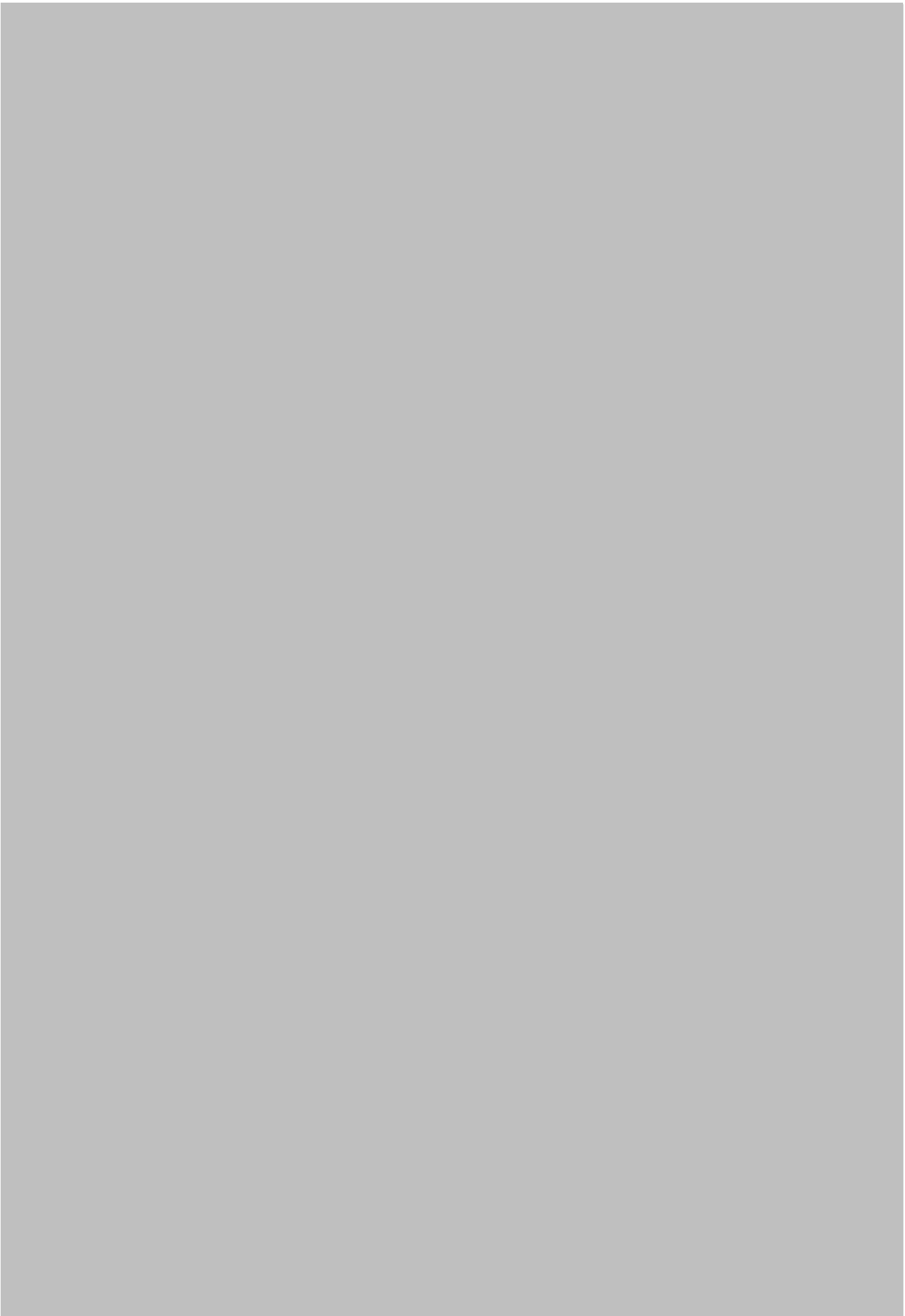
- Rights of the child training session [redacted]
- Behaviour Guidance, respectful interactions training by outsourced provider [redacted] (confirmation required)

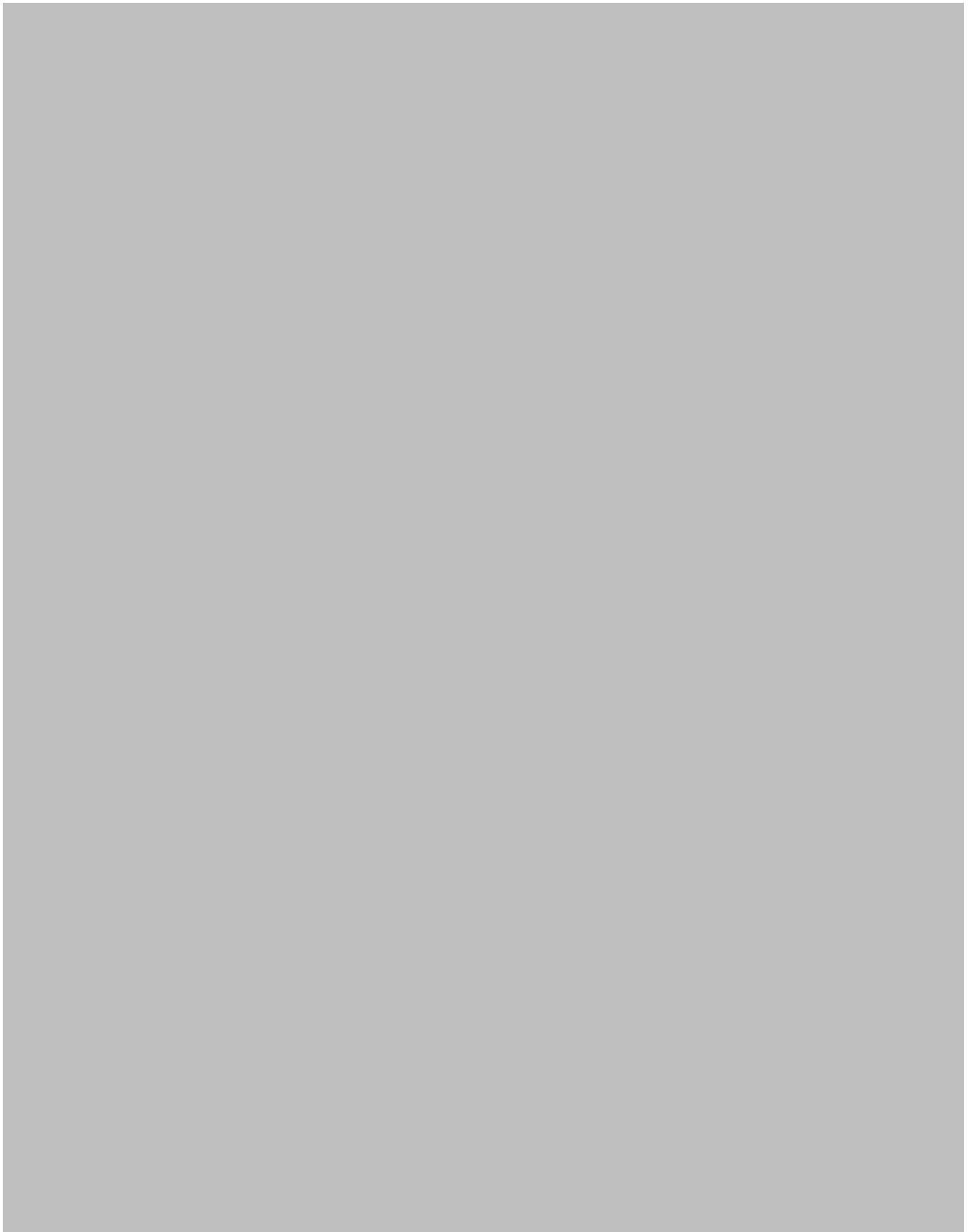
Closing Prayer:













**From:** [REDACTED]  
**Sent:** Monday, 18 February 2019 12:48 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Staff Behaviours

Hi [REDACTED]

I agree with most of what you have said in your email below. Regarding the consumption of food, the ELC Staff Handbook found in [REDACTED] states that

*"Staff are encouraged to have a small helping of lunch and sit down to eat with the children during lunch times. The purpose of this is to role model good eating habits, health and hygiene, and table manners; foster social connections between staff and children, and children with one another, and; use these times as teaching opportunities to talk about different aspects of our day and the world.*

*Staff are asked to bring their own lunch time meal to be eaten during their lunch break, and to not consume ELC food at other times."*

What you have said in point one seems to contradict this. How can we have a small helping with the children and role model, as stated above, if we are not to eat any food until the children have finished? From experience this policy is a great way to help our more fussy eaters. I agree that it should only be a small helping as a tool to role model, and that staff should bring their own lunch.

Can you please clarify this point?

Many thanks  
[REDACTED]

**From:** [REDACTED]@bcc.act.edu.au>  
**Sent:** Friday, February 15, 2019 2:45 PM  
**To:** [REDACTED]@bcc.act.edu.au>; [REDACTED]@bcc.act.edu.au>; [REDACTED]

**Subject:** Staff Behaviours

Dear Teams,

It has come to our attention that there are some staff who are not following the policies and procedures surrounding:

1. The Consumption of Food while supervising children
2. Interactions with children

These are clearly addressed and outlined in our Staff Handbook. It is expected that:

1. When you are with the children you are **ONLY** eating food once the children have finished. The school is not here to provide food for staff, it is for the children whose parents pay for the food and our service.
2. It is not professional to be walking around and eating. Yes, we encourage fellowship over food, but it certainly is not professional for staff to be walking around eating while the children are asked to sit and eat. You are modelling to the children. You are professionals and it is expected that you are setting an example.



3. It is not acceptable to be sitting down and shouting at children across the yard. You are required to get up, go over to the children and interact with them. It is expected that you will treat children with the same respect we ask of them- we don't like it when they yell/shout at us, so it is not okay for us to do it to them.
4. When seated, you **MUST** be interacting with children. Slouching, sitting in one spot for an entire afternoon or sedentary behaviours are not displaying excellence, nor supporting the environment which our parents are paying for. If you see 2 staff sitting down, it is your responsibility to be moving around. This also supports supervision and promotes positive relationships.

If you have any concerns regarding this, please do not hesitate to speak with [REDACTED] We would be happy to go through these expectations with you.



From: [REDACTED]  
 Sent: Monday, 25 February 2019 2:56 PM  
 To: [REDACTED]  
 Cc: [REDACTED]  
 Subject: Believe Statements

Good Afternoon,

Here are [REDACTED] "I Believe Statements" for tonight's meeting. We will also come with a copy of this email just in case it is needed.

#### Children and Learning

- I believe ... that all children are capable of their abilities to learn new skills.
- I believe ... that children are unique with talents beyond their years.
- I believe ... that each child has the right to feel safe and secure within their environment.
- I believe ... that children bring their own sense of understanding to their learning.
- I believe ... children are able to teach others from what they have learned, whilst supporting others through their own learning.

#### Families and Communities

- I believe ... that families are our main source of knowledge when it comes to their child.
- I believe ... that families provide a scaffold for understanding of their environment and supporting us as educators and the children.
- I believe ... that the community is a great source of knowledge to help support each child.
- I believe ... that the church community is a great source of knowledge in teaching for us all.
- I believe ... that the Brindabella community supports each child and family in their growth.

#### Educators

- I believe ... that we can offer support and love to each individual child.
- I believe ... that we are able to pass on knowledge to educators and families.
- I believe ... that we can create a space in which children and families can feel supported and secure.
- I believe ... that we can support each other as a team to build a community.
- I believe ... that we are role models to each child and that with the love and support God we can be the best role models for our children.

We will see you tonight!  
 Regards

[REDACTED]

Meeting Date: 29 April 2019  
 Meeting Attendees: ELC & OSHC Team Charnwood and Lyneham  
 Meeting led by: ELC [REDACTED]  
 Meeting time: 6:30 pm – 8:30 pm  
 Opening Prayer by: [REDACTED]

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Minutes of the Meeting:

Part A:

1. Issues caused confusion for the past weeks brought about by families
2. [REDACTED] meeting each staff for some concerns
3. PD review coming soon: [REDACTED] for the ELC; OSHC Co-ordinators with [REDACTED] for the OSHC staff
  - \*Address changes in staff circumstances e.g getting married, having a baby, study commitment, etc.
4. [REDACTED]
  - Starting May 1, 2019, recruitment process begins
5. Staff roster shows recent changes to staff's circumstance.
  - Issue focus: Swapping shifts: Consider same qualifications and requirements to meet
  - \*Meeting to reinforce duties and regulations of the centre focusing on 'duty of care'
  - \*Nominated supervisors are responsible for the charges or any negligence.
6. Leave: Need to go through the process
  - \*Approval of leave – only by [REDACTED] in absence of [REDACTED] can approve leave.
  - \*Not acceptable: Leave not approved then take a sick leave
  - \*Follow process of application for leave: Use proper form then [REDACTED] reviews and process the application for approval (particularly annual leave)
  - \*Family leave e.g. unforeseen event, sickness, bereavement, jury duty, etc. ~ approval is based on standard application approval - [REDACTED] explained to the team further
  - [REDACTED] explained that the process of approving leave having a strong business impact that the general staff would not know the details.
  - [REDACTED] explained about the role of educational leadership/educational leaders (including [REDACTED] as significant and vital to the operation of the business and it is not acceptable if staff

becomes disrespectful. Certain guidelines need to be followed particularly in relation to children's safety.

reinforcing staff's obligation to do the duty and consequences of breach based on work responsibilities and duty of care. shared some examples explained that if you are employed, you have the duty and agreed commitment to do your job. The approach that the leadership team will be taking is to identify areas for improvement and build a plan to address the weaknesses by providing support to the staff. This process will be done through the standard procedure.

\*Staff incident – complete the proper staff incident report form within 24 hours. stressed out that there is a support system in place but need to follow proper procedure.

“No leave form and no medical certificate = leave without pay”

\*Everybody is welcome to express their opinions and ideas to improve the policy through written notification. The educational leadership team is happy to hear everybody's suggestions or comments.

reminded everybody to take their breaks on time. Swapping break time could affect the team.

7. verified those who have attended and who have not attended the first aid course. Staff is expected to properly respond to child's needs and incident needs.

\*Responded to child's needs.

Examples: severe physical accident; parent assault; one of your team members or

\*If need assistance, call ambulance. Call assistance from team.

\*EAP (Employee Assistance Program) – assistance provided with confidentiality – to look after everyone's wellbeing, not only physical injuries

stressed about taking care of one's wellbeing.

8. announced about some staff vacancies and asked for referrals who are qualified and are practicing Christians.

8. - acknowledged and recognised staff's effort at work:



11. Mid year reports due for both campuses: End of May 2019.

Part B:

Group into teams to discuss room plans and program implementation for Term 2.

Meeting concluded: 8:30 pm

# BRINDABELLA CHRISTIAN COLLEGE

ELC Charnwood and Lyneham – March/April Meeting

Location: Charnwood Church Hub

Date: 29/04/2019

## Agenda Items

6:40 PM

Apologies for those whom couldn't attend.

Romy with Opening Prayer

- Bless the meeting and allow us to think of our decisions and thoughts.

House Keeping/Agenda for the Meeting

- Issues whilst [REDACTED]
- Problems raised by staff and families of the Centre's
  - [REDACTED] will be meeting with everyone to debrief about the past 2 weeks – as well as talking about anything staff have noticed.
- Performance Reviews
  - Think about what you would like to focus on throughout the next 6 months, as well as thinking about what you would like to grow your knowledge on.
- Email from [REDACTED]
  - [REDACTED]
  - [REDACTED] will be taking on the role of [REDACTED] until position is filled
  - Recruiting for a Finance and Admin Officer



- Previous and Upcoming Changes to Roster
  - This is to make sure that there is the right amount of staff on at the right times to make up the ratios needed.
  - When swapping shifts, need to be cautious that swapping is happening with team member of equal qualifications.

#### Duty of Care

- Leave Process
  - The only person that can approve leave is [REDACTED] - in the absence of [REDACTED] it falls to [REDACTED]
  - It is not acceptable when you put it in leave, it being declined and then taking a sick day.
  - If you need any Leave extended, call [REDACTED]
- Appointments
  - Please make sure you are making appointments outside of work times, it is understood that sometimes there are situations where there is no other appointment time, but please be mindful.
  - Medical certificates and Leave Forms need to be in the day you come back from Sick Leave.

[Redacted]

**From:** [Redacted]  
**Sent:** Wednesday, 17 July 2019 4:17 PM  
**To:** [Redacted]  
**Subject:** FW: [Redacted]

As always if you require any further information please call or reply email to the details below.

[Redacted]



**From:** [Redacted]  
**Sent:** Tuesday, 14 May 2019 12:15 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: [Redacted]

To whom it may concern,

[Redacted]





[Redacted]

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**From:** [Redacted]  
**Sent:** Wednesday, 17 July 2019 4:17 PM  
**To:** [Redacted]  
**Subject:** FW: [Redacted]

As always if you require any further information please call or reply email to the details below.

[Redacted]



**From:** [Redacted]  
**Sent:** Tuesday, 14 May 2019 12:15 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: [Redacted]

To whom it may concern,

[Redacted]

[Redacted]



From: [Redacted]  
Sent: Friday, 15 March 2019 5:31 PM  
To: [Redacted]  
Subject: Fwd: [Redacted]



Begin forwarded message:

From: [Redacted]  
Date: 15 March 2019 at 4:52:15 pm AEDT  
To: [Redacted]  
Subject: [Redacted]

Hi [Redacted]



Could you please let me know as soon as possible if this would suit you and your staff? Thank you.

Regards







## Communication Record

Date:	29/5/2019
-------	-----------

Employee Name:	[REDACTED]
Position:	Educator
Centre:	Charnwood ELC

### Issue/ Incident Raised:

<ul style="list-style-type: none"> <li>➤ Who</li> <li>➤ When</li> <li>➤ Where</li> <li>➤ What</li> </ul>	<p><b><u>The communication record is in response to the following concerns:</u></b></p> <p>Appropriate use of personal mobile Phone when working directly with Children</p> <p>[REDACTED]</p>
--	---

Educator's Name: [REDACTED]	Signature:
Position: [REDACTED]	
Centre Director's Name:	Signature:

*Original to be given to Employee (if requested)*

1. Copy to be placed on Employee's file
2. If applicable copy to be sent to Human Resources



## Private and confidential

[Redacted]

Dear [Redacted]

### Warning letter – First & Final Notice

This letter is to formally advise you about your performance during your employment with [Redacted] Christian College Early learning Centers, with relation to the now evident Breach of School Policy and Procedure in relation to:

[Redacted]

You were provided a copy of the correct procedure (Staff Handbook revised edition 2018) at a staff meeting held during the past six months where all staff were re inducted into their employment as we had changes and amendments to the Staff handbook.

This is your First and Final warning letter. If your performance does not change to a meet professional Conduct requirements, and does not improve immediately or if a breach is to occur again during your employment, further action may be taken, with a follow up notice and a review of your employment options with the possibility of termination if deemed necessary.

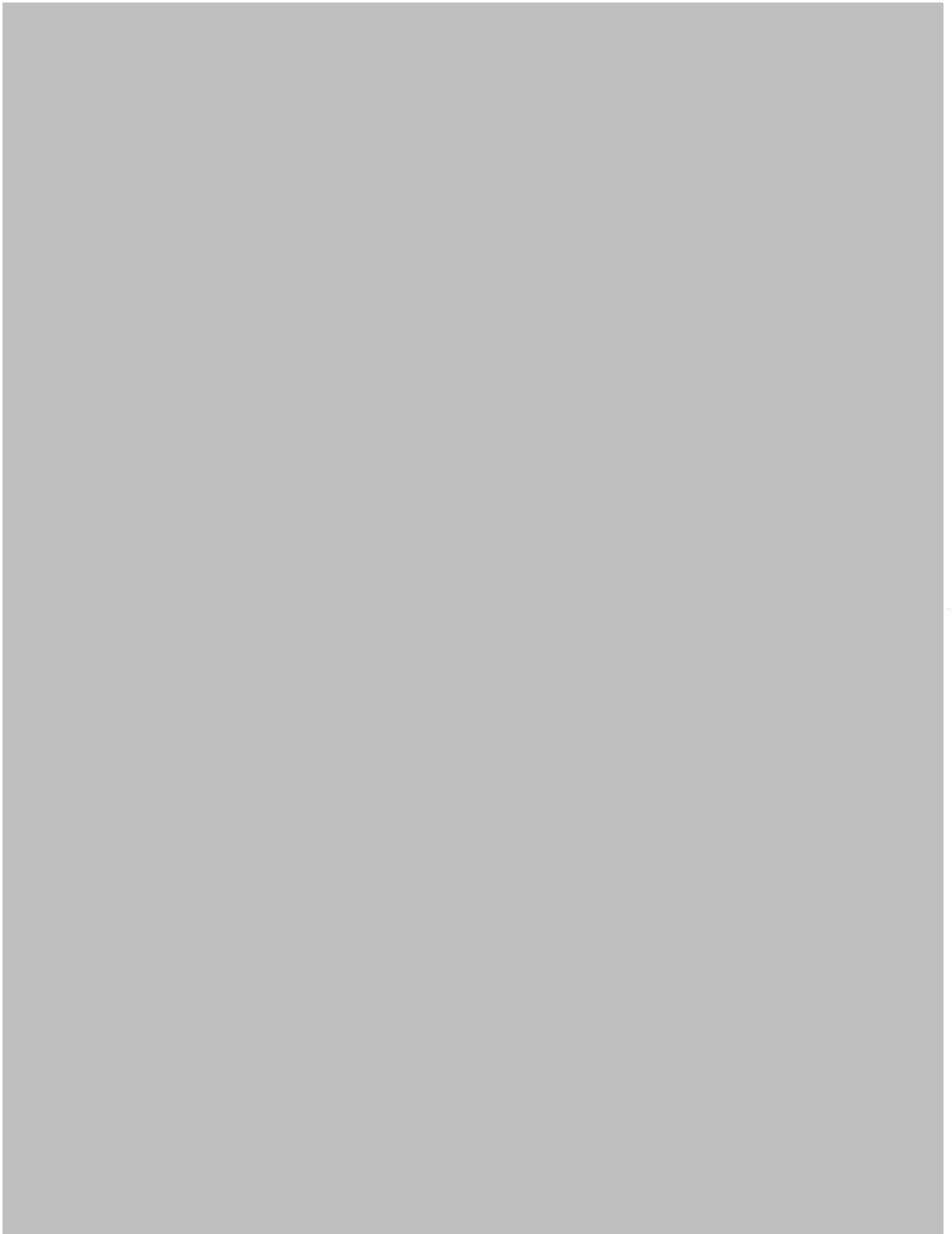
Yours sincerely,

Singed: \_\_\_\_\_

[Redacted Signature]

Brindabella Christian College











SECRET





## Communication Record

Date:	18/6/2019
-------	-----------

Employee's Name's:	All Charnwood ELC Staff
Supervisor	[REDACTED] Charnwood ELC
Centre:	Charnwood ELC

### Issue/ Incident Raised:

<ul style="list-style-type: none"> <li>➤ Who</li> <li>➤ When</li> <li>➤ Where</li> <li>➤ What</li> </ul>	<p><b><u>The communication record is in response to the following concerns:</u></b></p> <ul style="list-style-type: none"> <li>● Mobile Phone Usage when supervising children.</li> <li>● Interactions with Relief staff</li> <li>● Interactions &amp; Supervision with Children outdoors</li> <li>● Staff Presentation (appropriate clothing for work)</li> </ul>
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<b>Educator's Name:</b> <b>Position:</b>	<b>Signature:</b>
<b>Supervisor Name:</b> [REDACTED] <b>Position:</b> [REDACTED]	<b>Signature:</b>

1. Original to be given to Employee (if requested)
2. Copy to be placed on Employee's file
3. If applicable copy to be sent to Human Resources

Staff Meeting 1.7.19

6:30 – 7:30pm - SIDS Training

7:30-8:30pm – Practice/Policy Review

*Colossians 3:23-24 (NLT)*

*Work willingly at whatever you do, work at it with all your heart, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving, is Christ.*

Excellence – do it yes because need to adhere to policy etc but do it because you want to.

**Gossiping/slander – [REDACTED] performance management/comms records**

Policy

[REDACTED] – noticed a few things and need to get policy/procedure right.

**Sleep/Rest Policy/Practice**

- Uncovered faces
- Care and deviation plan? – deviate from policy/Risk minimilisation plan
- Correct spacing
- Head/toe – infection control

**Respectful Communication Policy**

- Staff and Parents
- Gossip etc

**Toileting/Nappy Policy/Practice**

- Respectful

Interactions with children – [REDACTED] read highlighted points in policy

- NOT sitting children out
- Model behaviour
- Incidents are recorded also (ie the child that bit someone)
- Strategies to help behavior – seek advice
- Not chewing gum

**SUPERVISION/Outdoor safety Policy**

- Accident Reports NEW 2019 – added witness/first aid – example [REDACTED] Toilets
- Supervising OUTDOORS
- Look at accidents – is there appropriate supervision? Call out/don't move!

**Mobile Phone Policy**

- Now just RESPONSIBLE PERSON



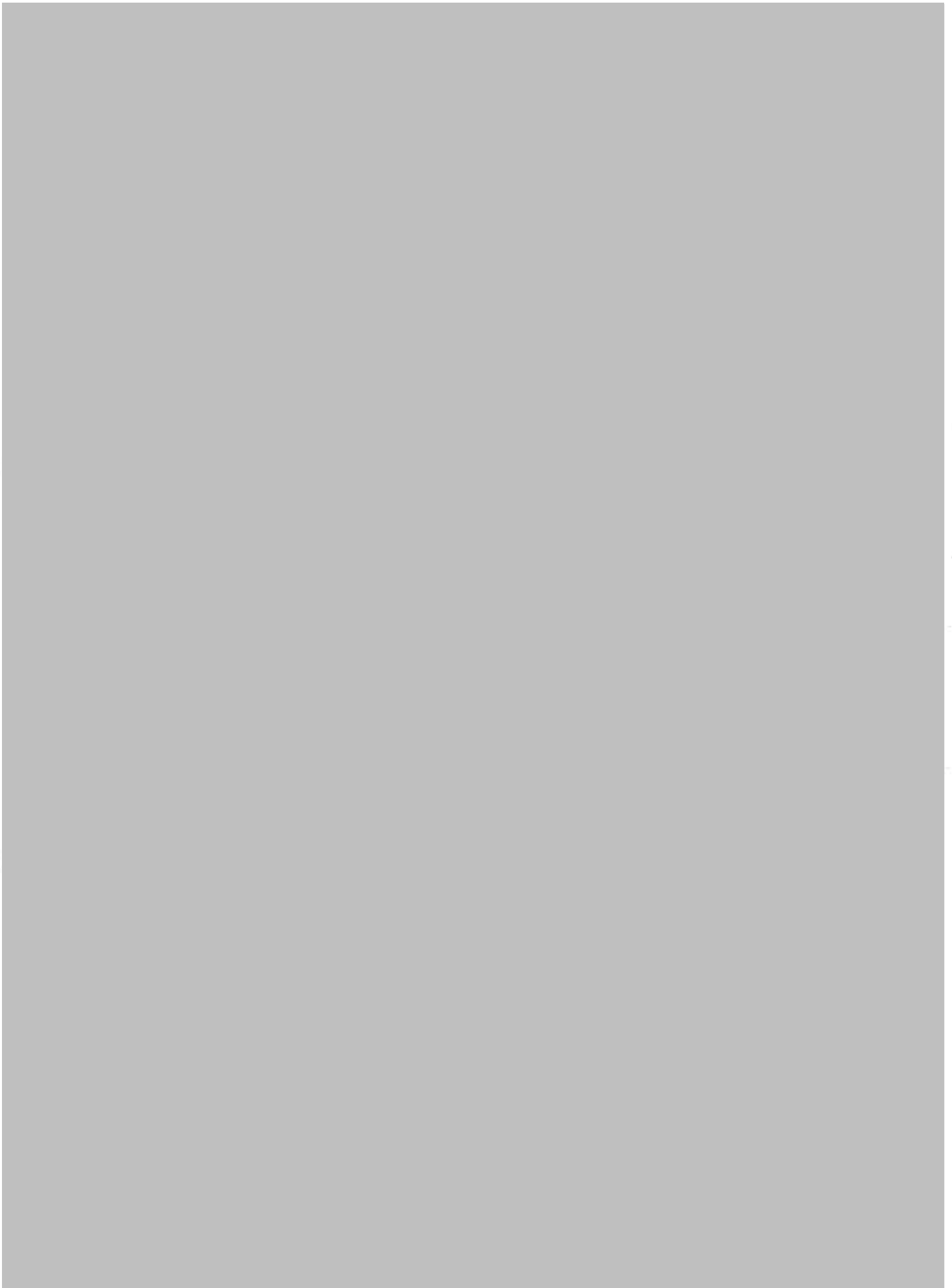
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CHRISTIAN COLLEGE

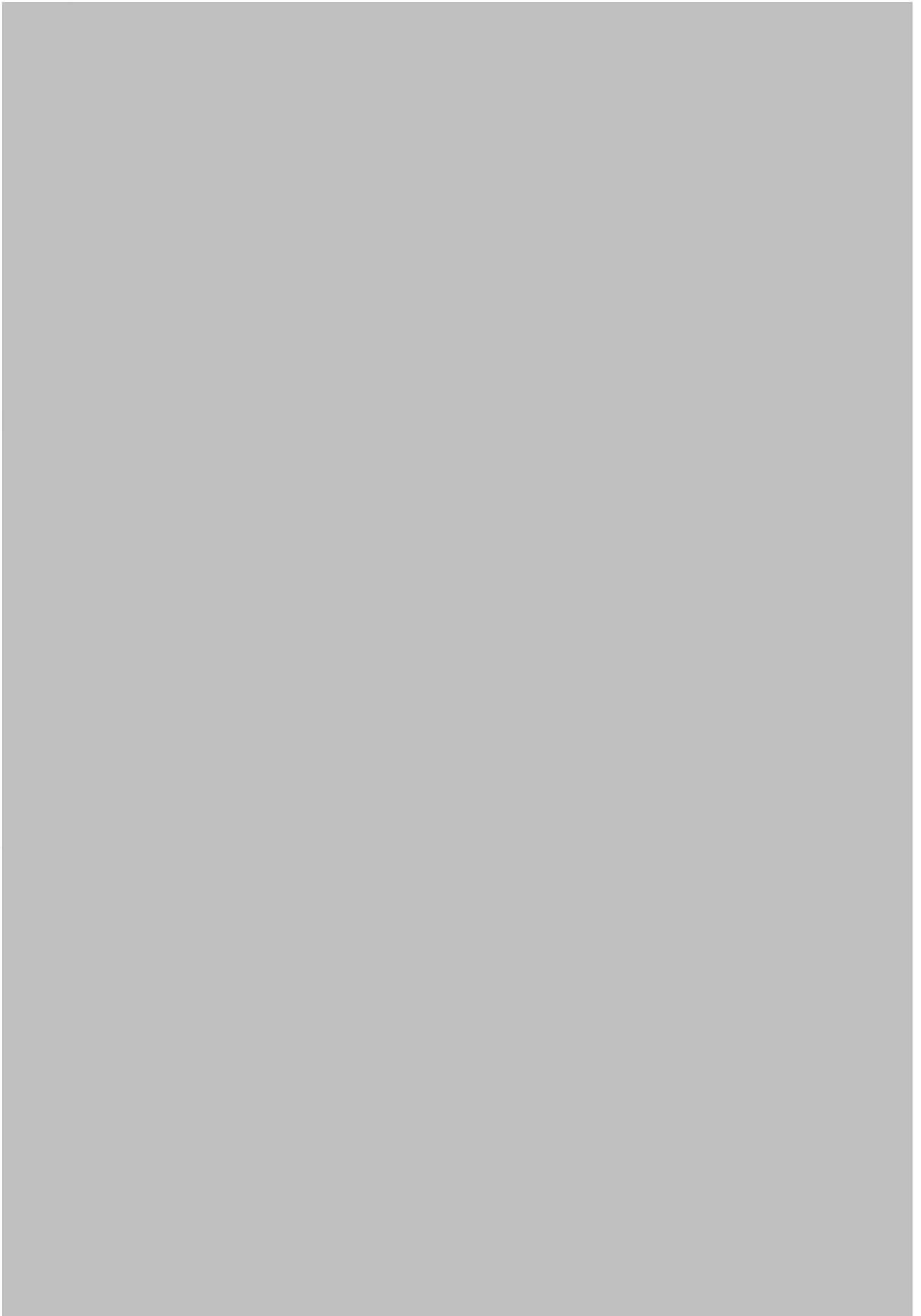
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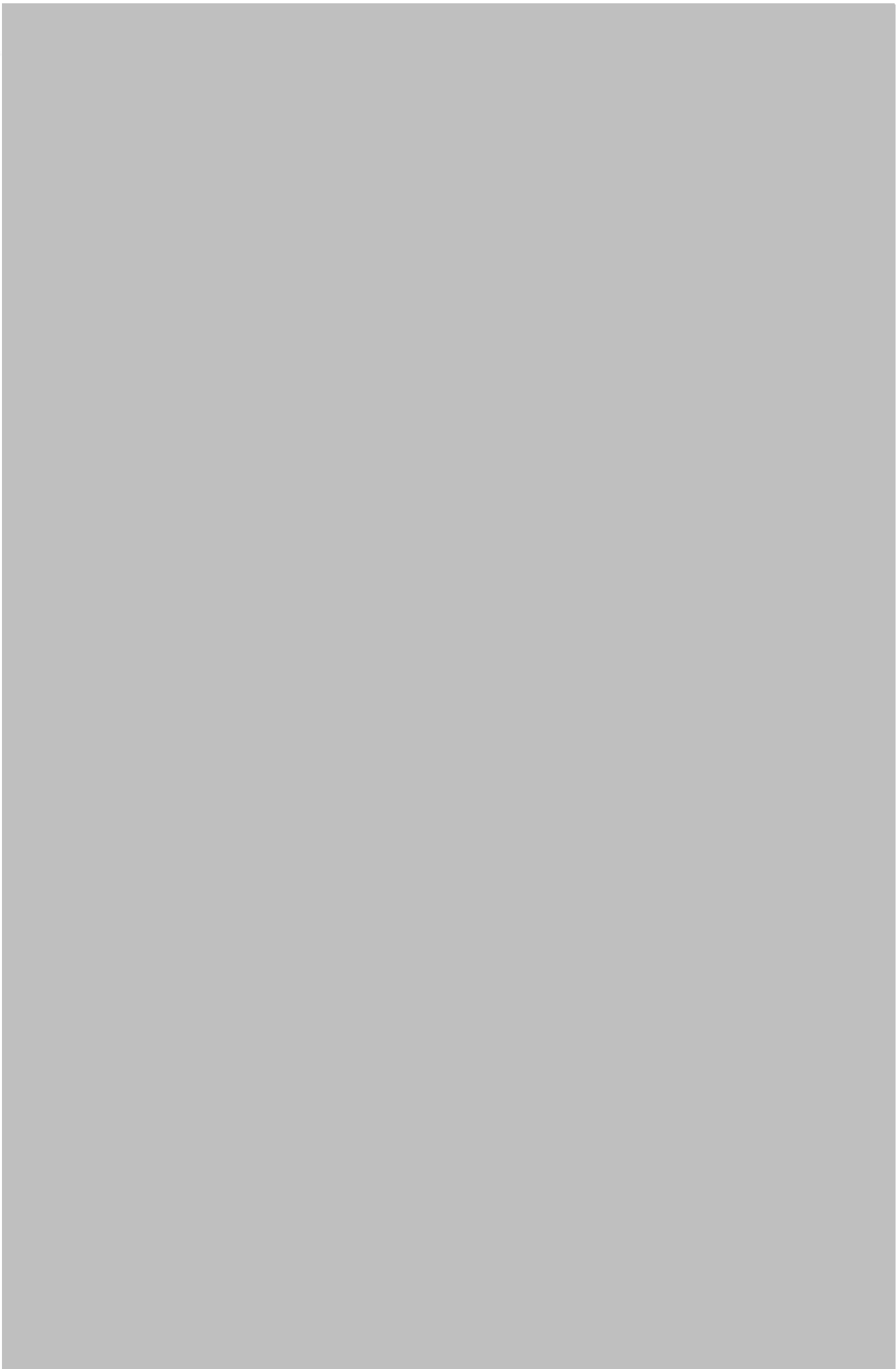
Sleep and Rest for  
Children Policy

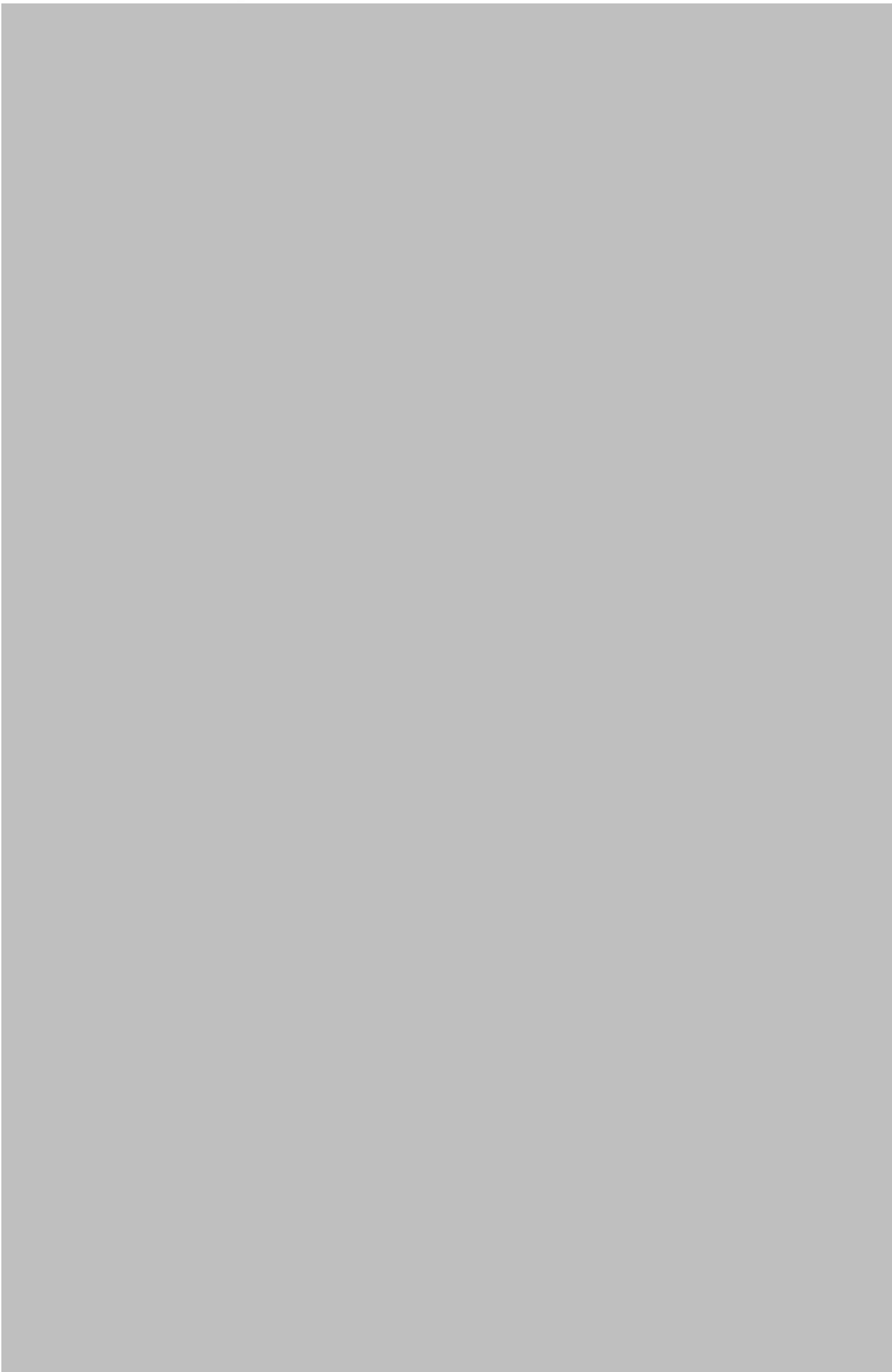
Updated August 2018 | due to be revised August 2021

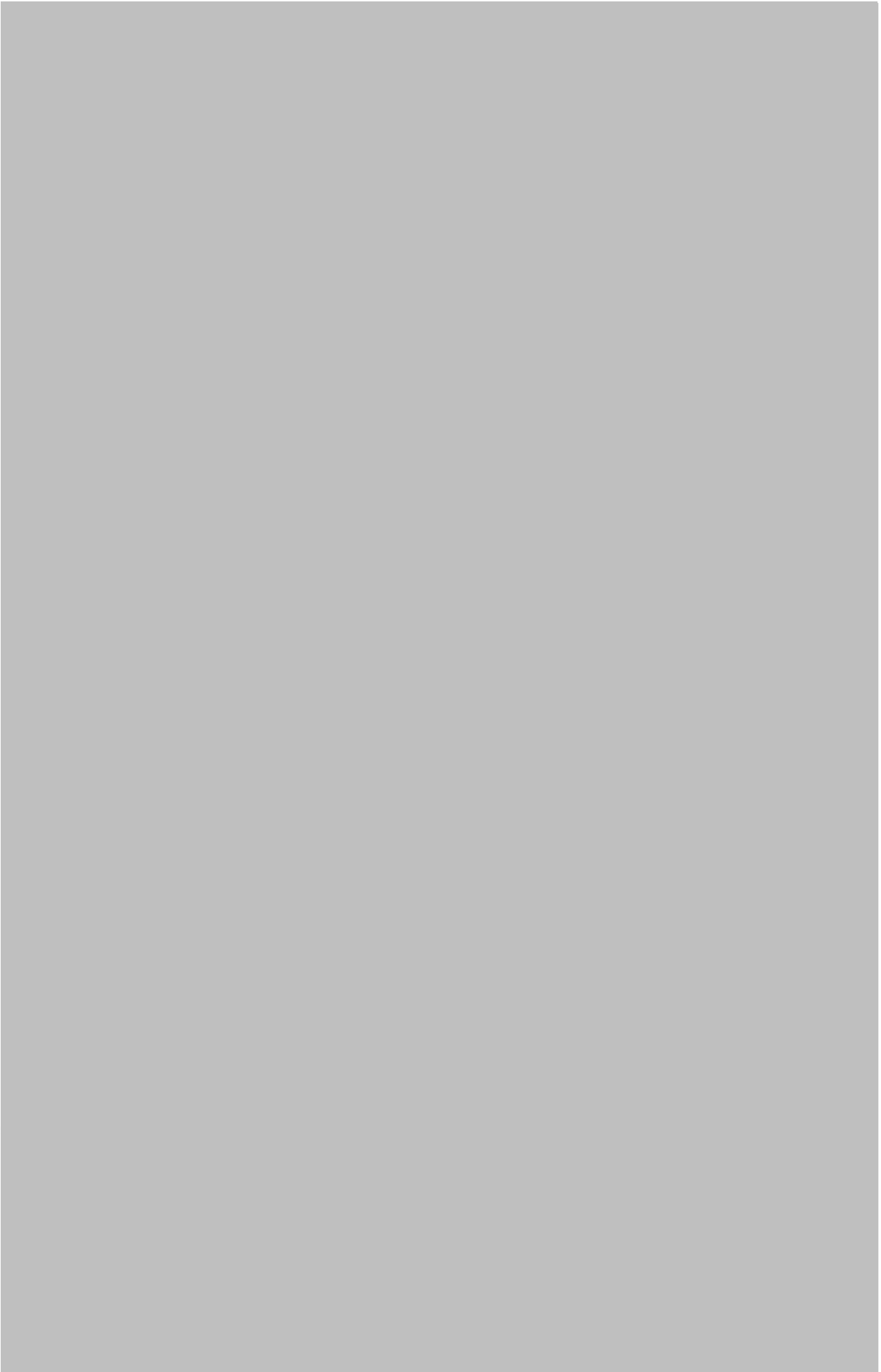


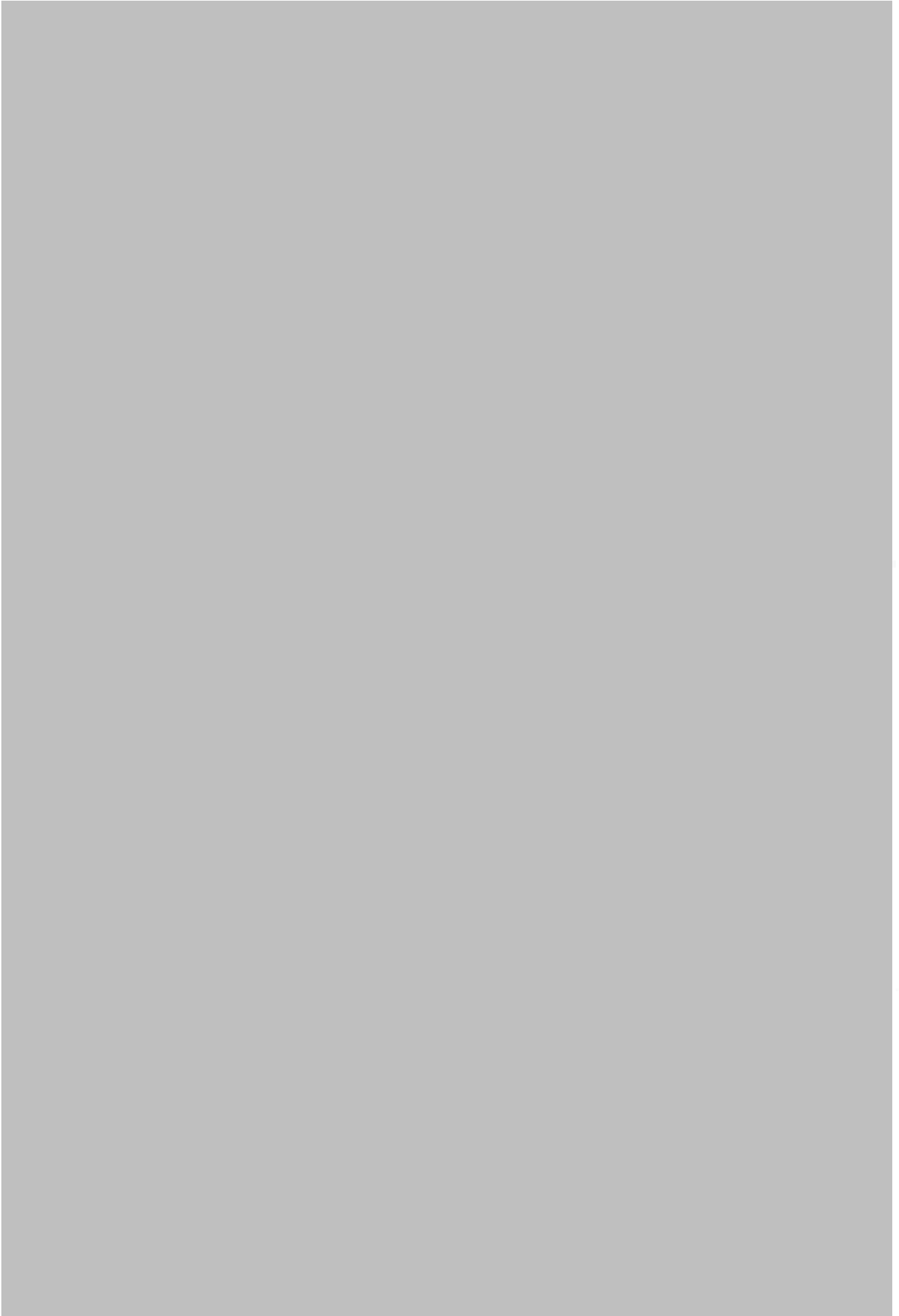
















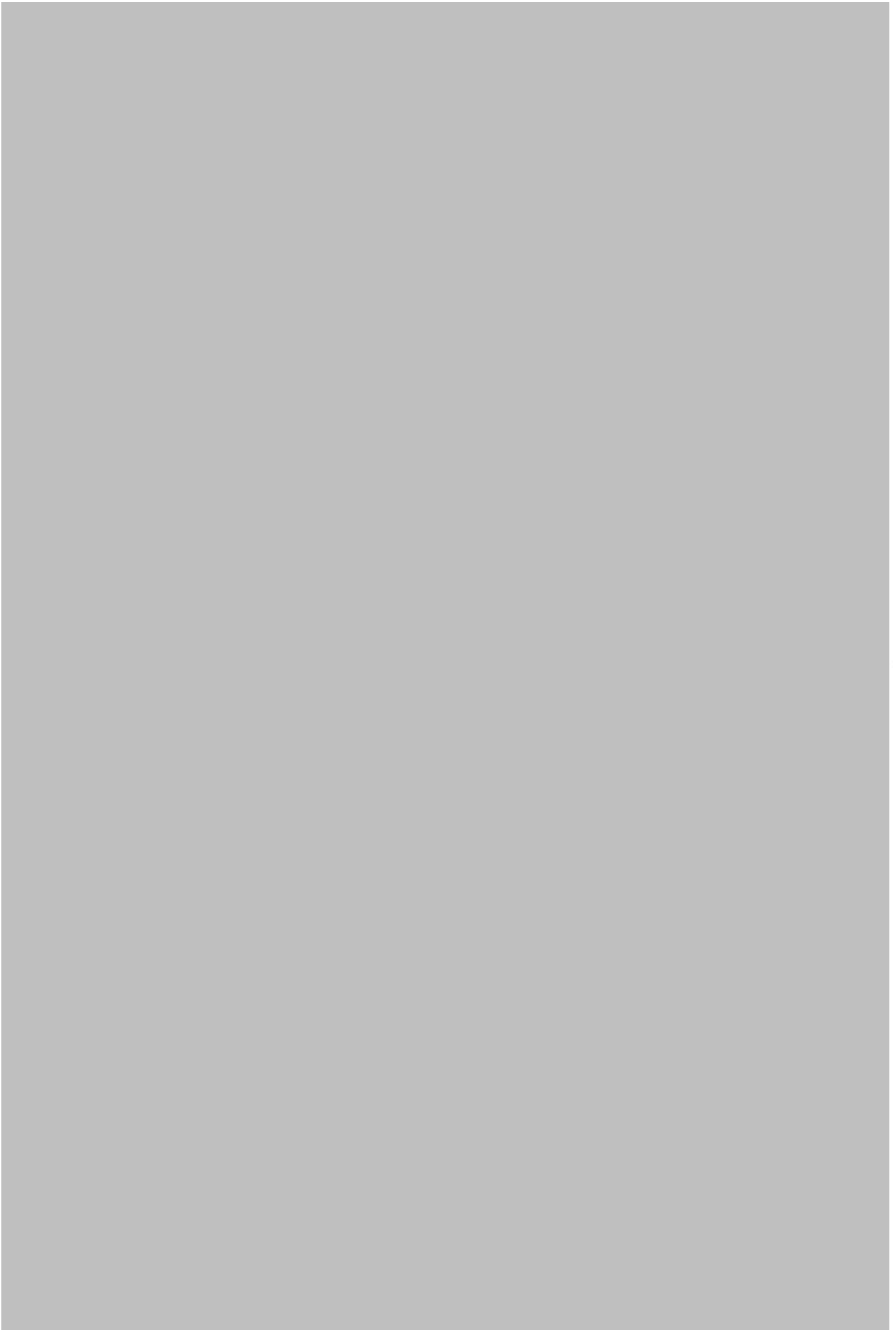


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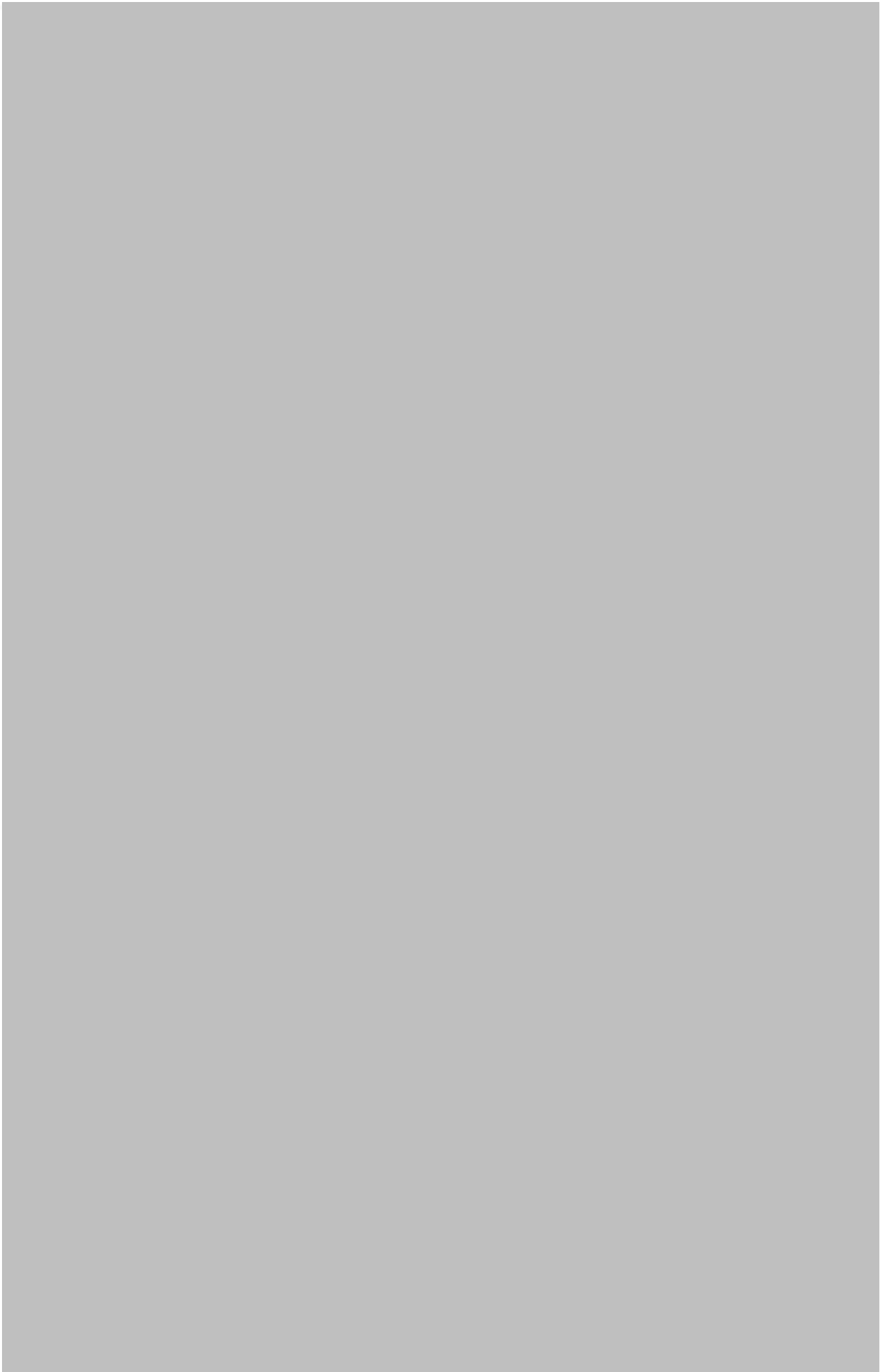
Nappy Change & Toileting Policy

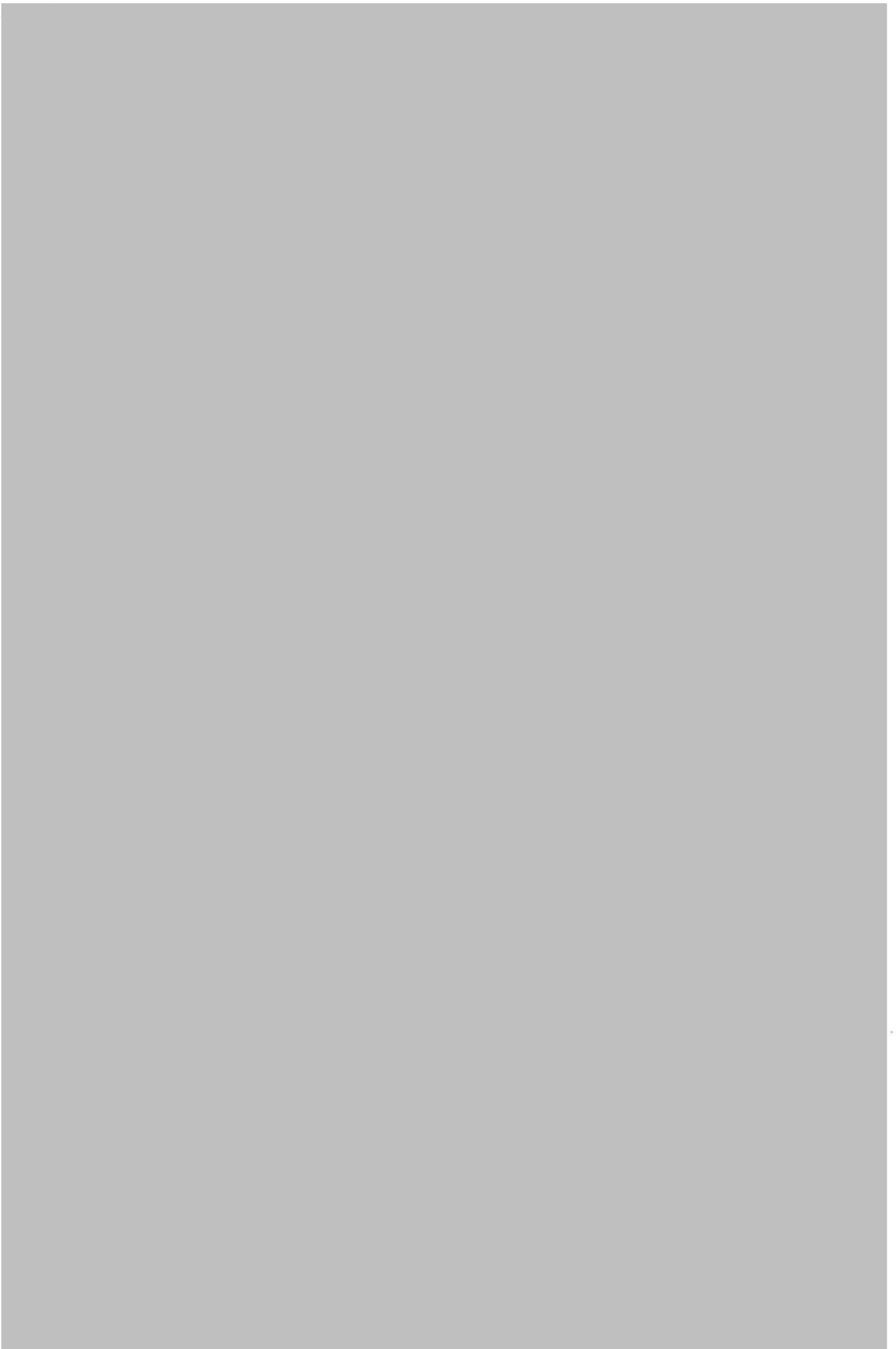
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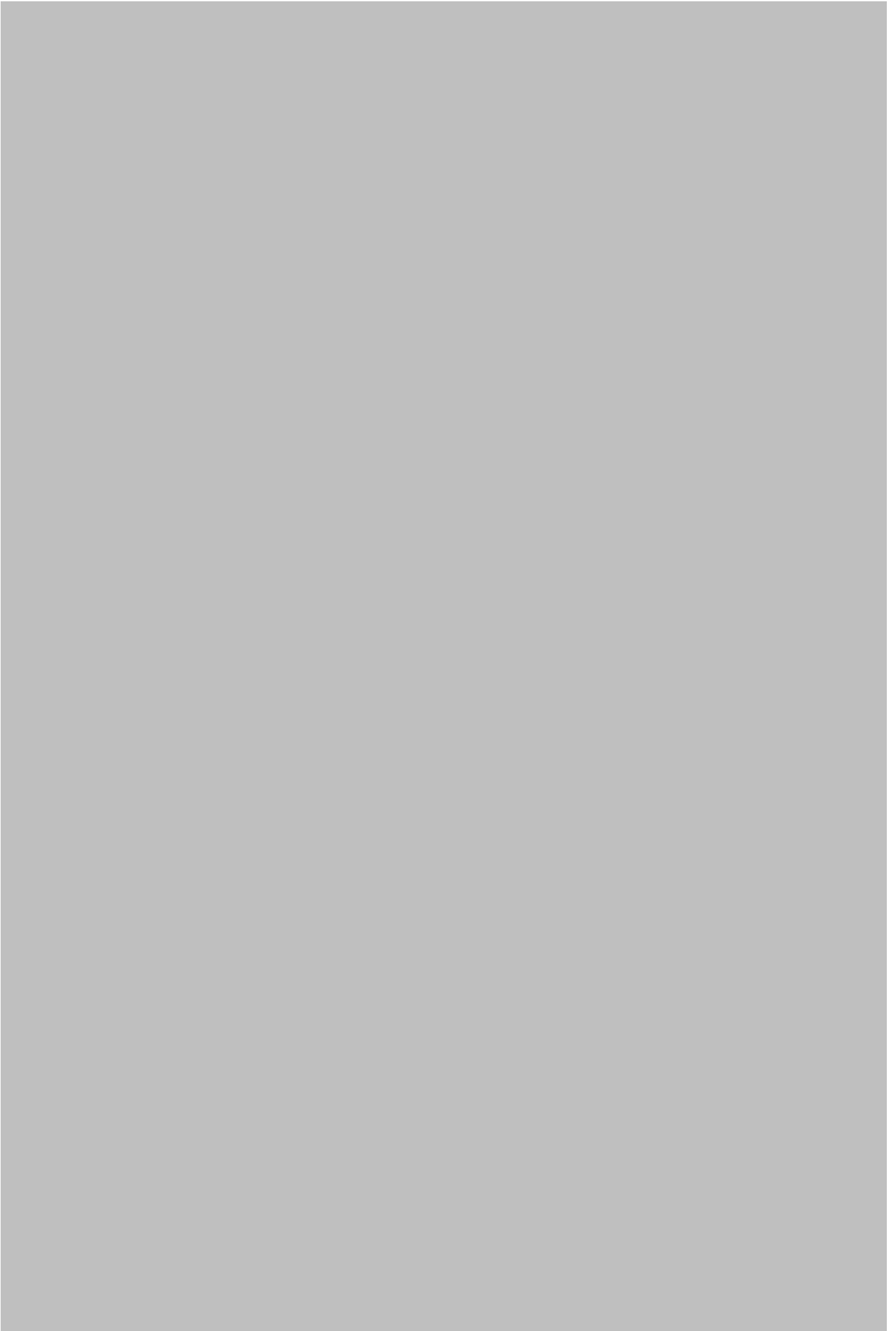




















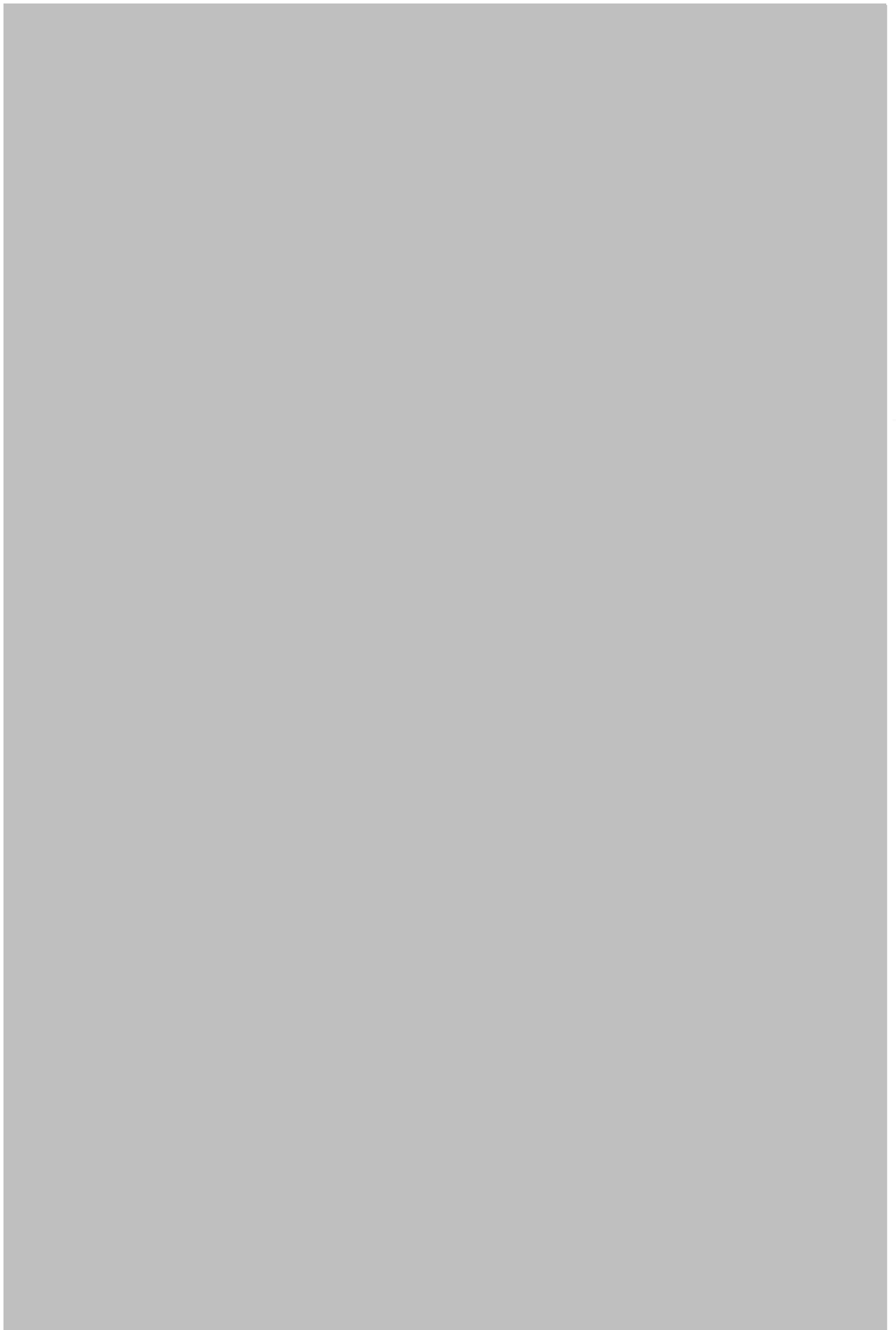
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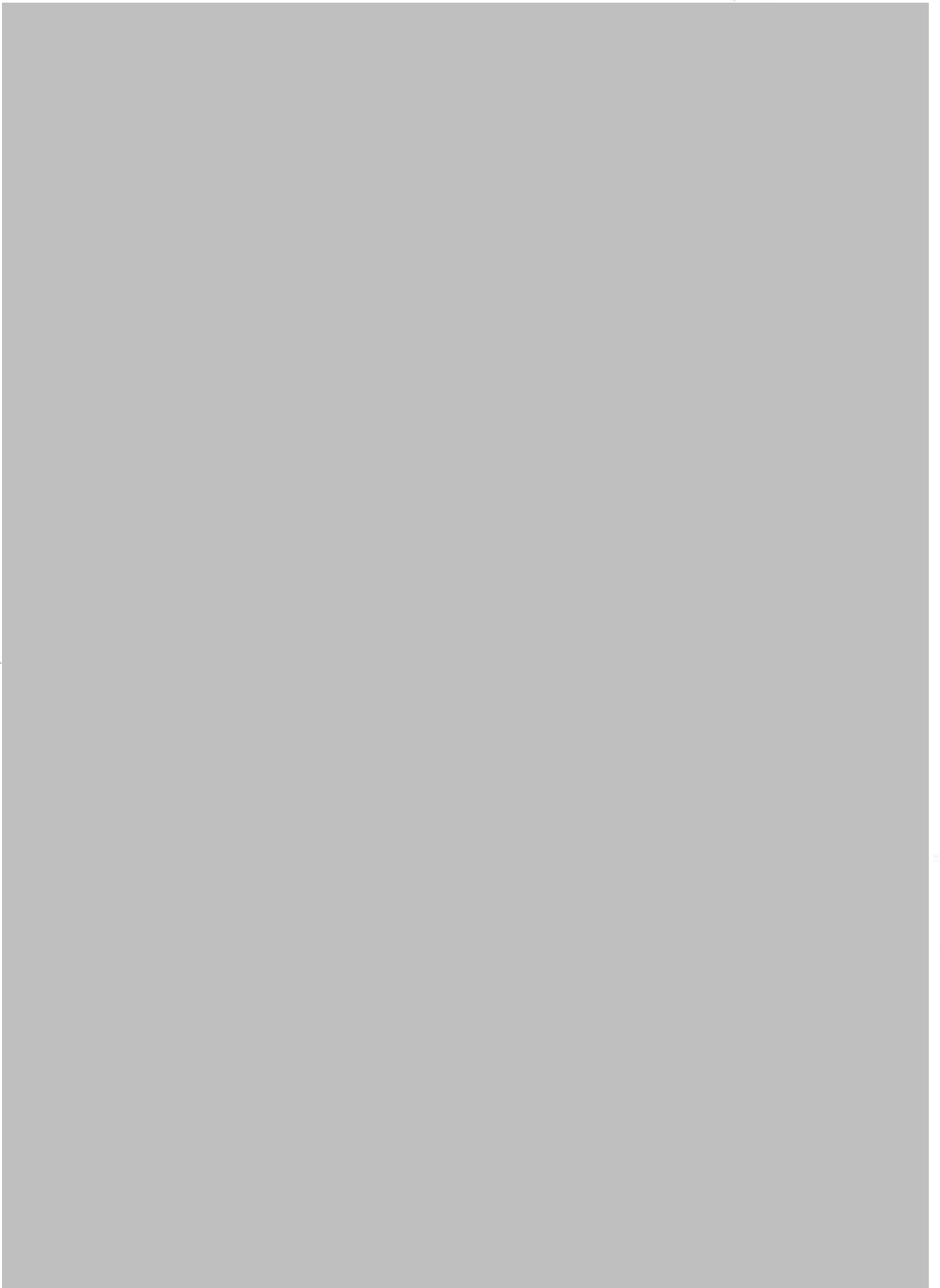
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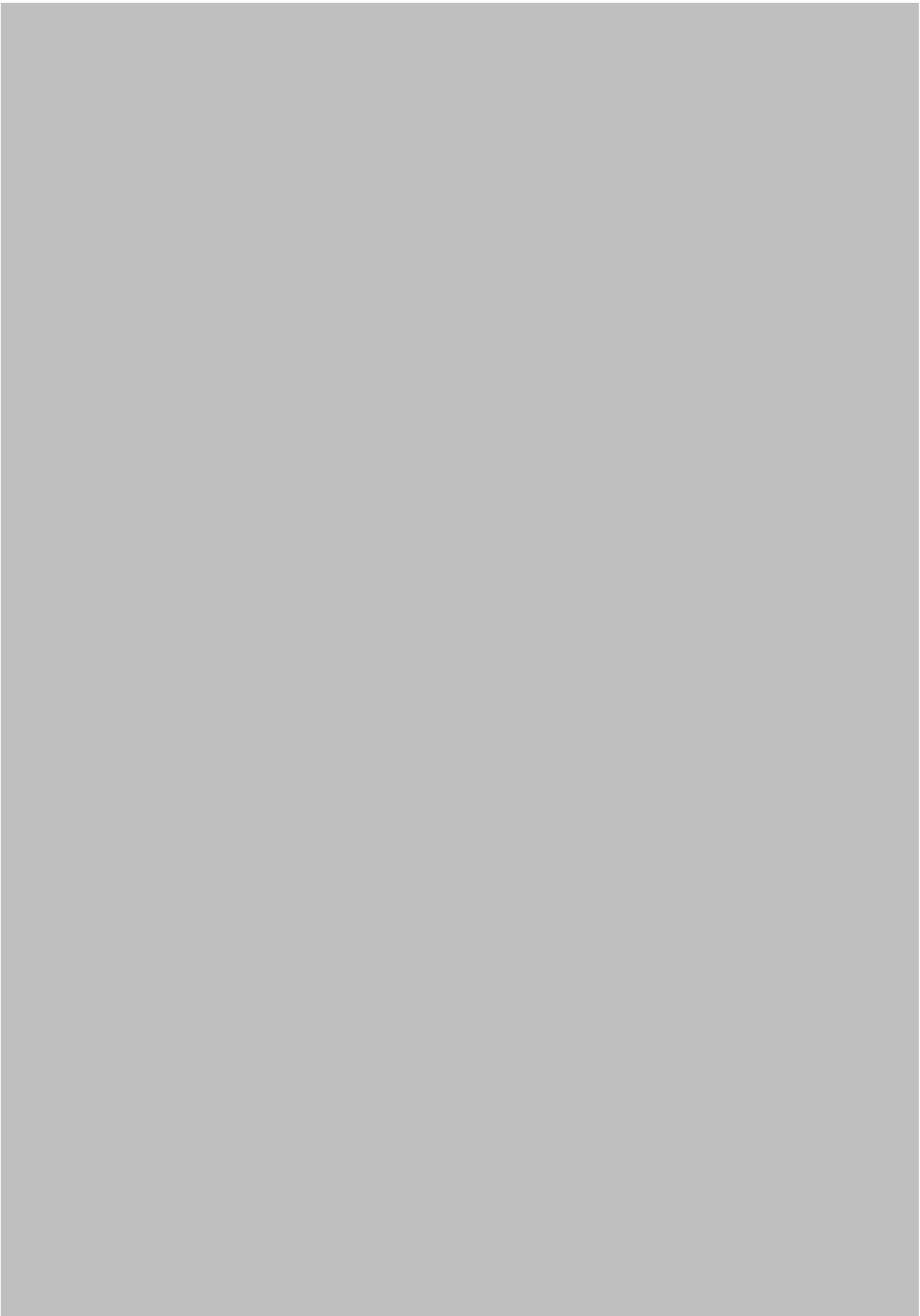
**SUPERVISION POLICY**

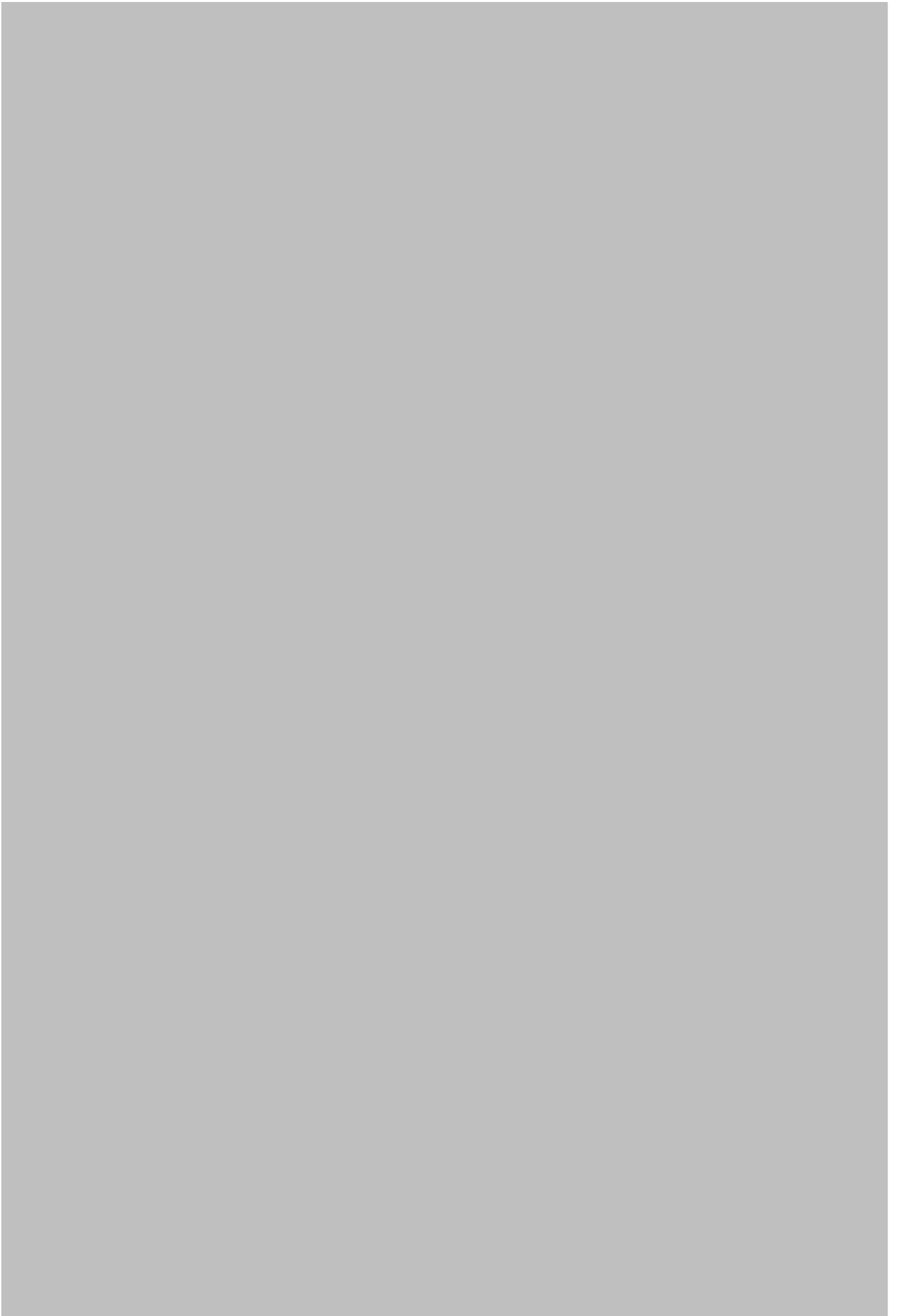
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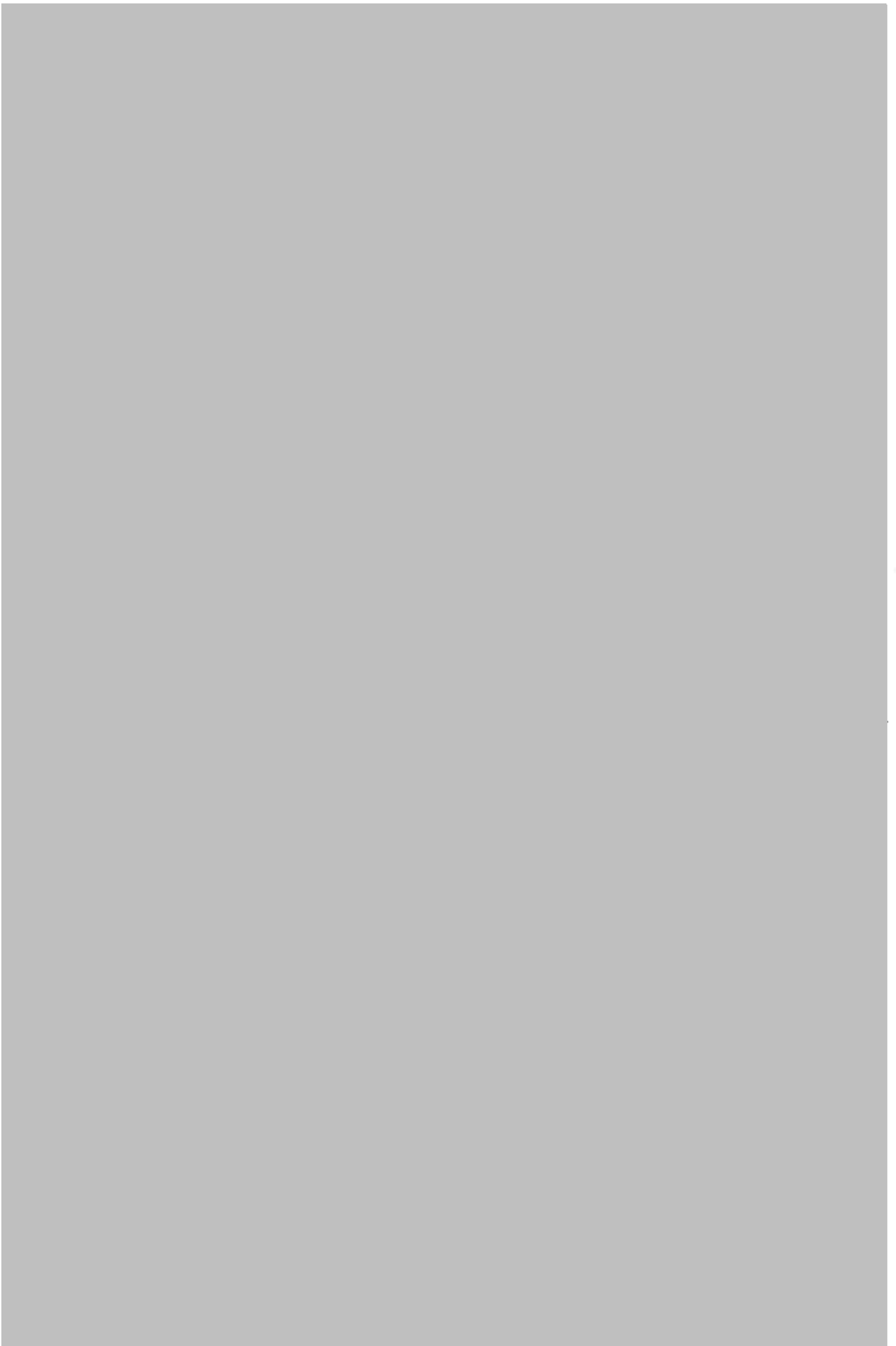


















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ELC STAFF HANDBOOK 2018-2019

Updated August 2018 | Due for Revision August 2020







