



Employee Handbook



Regional Early Education
and Development Inc

Welcome to REED Inc.

**Congratulations on being selected to join the REED team,
welcome aboard!**

The following guide is an overview of our organisation, what we stand for and what our expectations are of you.

Reed Inc. is a not-for-profit organisation established in March 2018 to provide quality Early Childhood Education & Care (ECEC) to children of the Wheatbelt. REED now extends further into Regional WA.

REED is well structured with a board of Directors and led by the General Manager Kylie Helgesen.

Message from the General Manager

Congratulations on joining our team!

I am very passionate about children in our community. I have spent the last 25 years working in Early Childhood Education and Care (ECEC). I believe every child should have access to quality care, in a warm environment, where they can have the opportunity to learn and grow.

One of the struggles we have in Regional WA is retaining our skilled and experienced educators. REED provides professional development and career pathways so that more young people will consider living and working in the region.

I look forward to seeing you at the services and wish you the best of luck!

Kindest regards

Kylie Helgesen

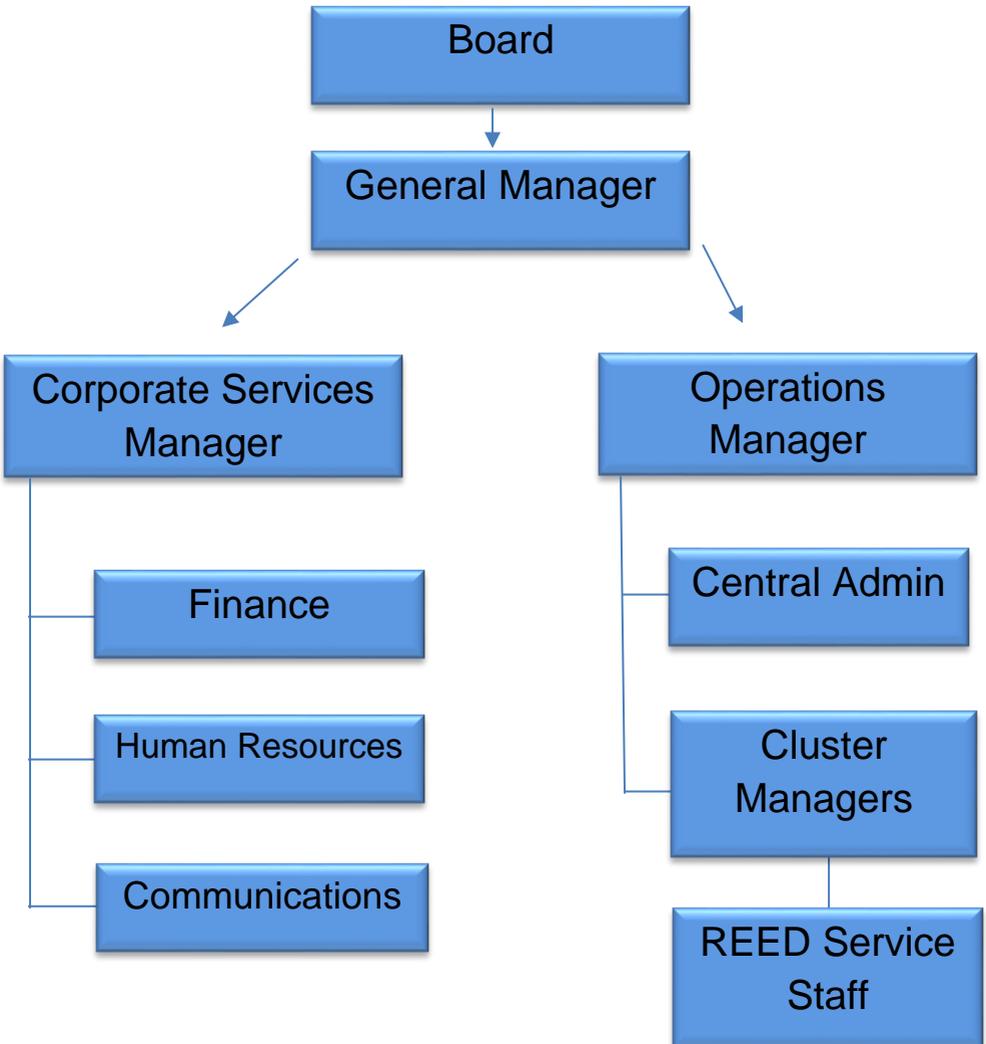
General Manager

Organisation Overview

Regional Early Education and Development Inc. was established in March 2018. It was formally known as Narrogin Regional Childcare Services Inc. and was founded in 1988. REED currently consists of 23 services including long day care, outside school hours care and our family day care scheme, Great Beginnings Family Day Care.



Organisation Chart



OUR VISION

By working together we will assist country towns to ensure:

Children thrive and flourish because of high quality services.

Families have access to, and confidence in, the early learning and development services REED provides for their children.

Vibrant communities where families want to live, work and raise their children.

OUR MISSION

We will provide high-quality early learning and development services for children and families.

We will work with local communities to help them strengthen and grow through meeting the needs of families.

OUR VALUES

In building our services we are guided by five key values -

Quality - It is our responsibility to provide the highest quality of service that we can to the young children whose well-being is the focus of our work.

Partnership – “It takes a village to raise a child”. We believe we will only be successful when we work in partnership with families and the community.

Respect - We respect the knowledge and skills of many diverse people who help us provide the best possible service for young children and we actively work to include all children and families in our services.

Integrity – We apply the highest standards of accountability in our management of the public funds and private contributions that support our not-for-profit organisation.

Innovation and Curiosity – We believe we will only evolve and improve quality if we continually flex and pursue new opportunities for excellence and sustainability. This will be driven by an open curiosity and willingness to be innovative in our services.

Strategic Plan 2021-2024

What we will achieve

Over the next three years we will meet these challenges and deliver high quality services by acting in four key areas.

Delivering a Range of High Quality Services

Ensuring all our services meet or exceed national standards.

Understanding the needs of each community and providing the appropriate service.

Broadening the range of services that we offer to meet the needs of children and families.

Implementing strategies to retain and attract high quality staff, including access to professional development and career path opportunities.

Ensuring our Organisation is sustainable

Increasing the utilisation of our services by attracting families from all groups which make up our community.

Building a strong reputation in our community.

Delivering an operational surplus each year with a business model that balances our income and expenditure.

Establishing ethically responsible partnerships with corporate partners.

Having effective mechanisms to identify and to manage risk.

Building our Organisation

Successfully merging ECEC services into the organisation as they are ready.

Working with communities that currently do not have ECEC services to open new services where possible.

Developing an inclusive organisational culture based on shared purpose and common values.

Our Board and management team operating with exemplary governance policies and systems to lead and support our services.

Engaging with the Community

Working in collaboration with parents and carers.

Implementing a strategy to engage Aboriginal children and families.

Implementing a strategy to engage vulnerable children and families in our services.

Using the feedback from children and families to improve our services.

Actively engaging local government in our services.

Implementing a communication plan which builds our reputation and informs our partners.

Diversity & Equality

REED is an equal opportunity employer. We embrace diversity and equality to all employees irrespective of their gender, race, disability, ethnic origins, age, nationality, sexuality, religion or beliefs, marital status and social class.

We believe every employee is entitled to a workplace that promotes dignity and respect. REED is committed to providing fairness and respect to all employees: fulltime, part time and casual.

This respect is extended to all clients, associates, suppliers and anyone affiliated with REED.

REED will not tolerate any acts of unlawful or unfair discrimination against any employee, affiliate or job applicant based on the aforementioned characteristics. Any persons found to be doing so will face disciplinary action.

REED accepts and embraces differences both visible and non-visible. Everyone is an individual and differences will be valued and harnessed.

My Pay & Benefits

Entitlements

Pay period Monday – Friday fortnightly

Pay day is Wednesday every fortnight

Workzone Phone App enables easy input of timesheets

Superannuation

REED default superannuation fund is Childcare Super, however, employees are welcome to choose their own fund.

Annual Leave

Annual leave is accrued fortnightly up to 4 weeks per calendar year unless otherwise stated in your contract. During holiday periods such as Christmas or Easter, services may close. During these periods employees may choose to use annual leave, owed RDO's/TOIL or take unpaid leave.

Personal Leave

Employees are entitled to carers/personal leave as per the National Employment Standards (NES). A medical certificate must be provided to the employer from a registered medical practitioner when:

- Two or more consecutive days of leave are taken
- Absence starts on a Monday or Friday
- Absence is on a day before or after a public holiday

Management retain the right to request a medical certificate should they have reasonable suspicion there is a pattern of taking leave.

Employees will receive paid leave in line with their entitlement.

Medical certificates to be submitted to Line Managers.

At no time is it acceptable to notify the employer of your absence via text message or email.

The appropriate means of contact will always be a phone call to your Line Manager.

Long Service Leave

Long service leave is accrued as per NES. Long service can be taken after the period has been reached under the NES. REED may request you to take long service leave within 6 – 12 months of accrual, however, this can be confirmed in consultation with your Line Manager.

Other Leave Types

Other leave types are as follows and are accrued and taken as per the NES or applicable award.

- Compassionate leave
- Domestic violence leave
- Community services leave
- Jury duty
- Parental leave
- Unpaid leave
- Time in lieu

Salary Sacrifice

Salary sacrificing of childcare fees is available to employees of REED. The salary sacrificing of fees is a tax-free deduction from your wages and is applied to your childcare gap fee, after any eligible childcare subsidy has been applied. For more information on the benefits or an application for salary sacrifice, please contact your Line Manager.

Employment with REED

Employees are contracted to a specific REED location or as REED Inc as an organisation and not to specific services or programs.

Whilst the organisation operates throughout Regional WA, each employee's location of work is detailed in their respective contract.

REED may, in consultation with employees, request them to move services or programs throughout the region. Similarly, employees may express interest in employment opportunities that might arise in other locations REED operate in.

REED employs many different job roles and your position description will be given to you prior to your start day.

We are committed to ensuring every success to our employees. Personal Development Plans (PDP's) are one such way to achieve this. PDP's are to be completed every 6 months in conjunction with your Manager and new employees are expected to complete their own PDP within 3 months of your commencement date.

Presentation & Appearance

All employees agree to maintain high standards of personal grooming while working at REED. This includes but is not limited to:

- Personal presentation
- Clean and ironed uniform/business apparel
- Personal hygiene
- Personal grooming
- Appropriate shoes

All employees are required to dress in a neat and professional manner and wear the mandatory uniform shirts at all times. Upon commencing employment with REED you will be provided with 2 shirts. REED jackets and additional shirts can be purchased at your own cost.

REED requires staff to be dressed in a manner that:

- ensures the safety, health and hygiene of children and staff
- is comfortable to wear and allows the staff member to safely perform their duties
- maintains a friendly yet professional image
- provides a positive role model to children
- is sensitive to and respectful of differing backgrounds, cultures and individual needs

Please see REED's Staff Dress Code Policy for more information.

Health & Safety in the Workplace

REED is committed to ensuring that all safety compliance is in line with the Work Health and Safety Act 2021.

Workplace assessments

Workplace safety assessments are carried out regularly by the Cluster Managers at each location. These reports along with any findings are reported to the General Manager who will ensure that the appropriate repairs and maintenance are undertaken.

Maintenance and repairs

Safety is everyone's responsibility. Any maintenance or repairs should be reported to the Cluster Manager for assessment and reported to the Business Operations Co-ordinator to ensure maintenance is undertaken in a timely manner.

Reporting of incidents

Incidents of employees, clients or visitors are to be reported to the General Manager as soon as possible. If an employee is injured, an Incident Report should be filled out regardless of intention to claim compensation or not.

First aid

First Aid Kits are located within all REED services and vehicles. REED requests all Qualified Educators, Team Leaders and Cluster Managers to have current and up to date first aid training. This training is provided yearly.

To comply with government legislation, there is to be at least one First Aid trained employee on duty at each site at all times.

Evacuation

Each site will have a specific evacuation procedure. It is your responsibility to ensure you are familiar with this procedure.

Practice emergency evacuations are carried out quarterly and recorded.

Drugs, Alcohol and Smoking

Smoking is not permitted on any grounds, buildings or in any area visible to children, clients or affiliates. This rule applies to all REED employees, visitors, suppliers and parents.

Employees are not permitted to consume any alcohol during hours of work.

REED has a zero tolerance policy on drugs and alcohol. Employees are obligated to inform management if they turn up to work under the influence of drugs or alcohol.

Taking of illicit drugs is not permitted.

Employees with prescription medication that may affect their ability to complete their daily duties are required to inform management.

REED Motor Vehicles

REED have Cluster Managers based throughout Regional WA visiting services that can be hundreds of kilometres apart.

Employees, depending on their role, may be eligible for a company vehicle. REED also has a pool vehicle which you may be required to drive as part of your duties. All vehicles are owned by the organisation and we want to ensure they are used properly.

Please refer to Motor Vehicle Policy for more information.

At times we may need to purchase or renew our current vehicles. These guidelines can be found in our Motor Vehicle Renewal Policy.

All vehicles contain an up to date first aid kit and emergency information in the unlikely event of an accident.

Expenses & Claims

Any work related expenses incurred by an employee of REED should be approved prior to purchase. Reimbursements will not be paid without prior consent to purchases.

All details are to be submitted via a Reimbursement Request form and submitted to your Line Manager for approval.

All reimbursements will be completed via Electronic Fund Transfer, the standard week of payroll.

If you are required to travel using your personal vehicle, please keep a log of kilometres and claim using our Vehicle Kilometre Reimbursement form. The amount is calculated using the amount applicable to your current award or if not stated, using the Australian Tax Office calculation of cents per km.

All travel bookings for training, meetings and summits etc are to be arranged by REED.

Due to the location of their clusters there is an exemption for Cluster Managers requiring accommodation during service visits.

At times you may be required to complete purchases on behalf of REED. In these circumstances please refer to the Purchasing Policy for more information.

General and Miscellaneous

Background Requirements

All employees working directly with children must have a current Working with Children Check. REED retains the right to request a current police clearance at any time.

Keys

Keys may be allocated to you depending on your position or service location. It is your responsibility to ensure the safety of the keys. If the keys are lost or stolen you must notify your Line Manager immediately.

Email and Computer use

Employees of REED may be allocated an email address for work purposes. This email address remains the property of REED as well as any information stored.

Some roles require use of company computers and Laptops. This property and any files saved on these systems remains the property of REED.

Mobile Phones

As part of your role you may be issued with a mobile phone. Phones may also be used for reasonable personal use. Please note that any phones and their contents remain the property of REED and may be recalled at any time.

Policies and Procedures

Any policies and procedures made reference to in this document can be found at all REED Services.

The following policies pertain particularly to your employment.

- Code of Conduct
- Grievance Procedure
- Purchasing Policy
- New Vehicle Policy
- Work Health & Safety Policy
- Emergency Evacuation Policy
- Bullying, Discrimination & Harassment Policy
- Responsible Person Policy
- Performance Development Plan Policy
- Respect for Children Policy
- Privacy and Confidentiality Policy
- Staff Development Policy
- Child Protection Policy
- Administration of First Aid Policy
- Supervision Policy
- Sun Smart Policy
- Educator/Staff Dress Code
- Pregnancy Policy

