

CHILDREN IN THE WORKPLACE POLICY

Our Out of School Hours Care (OSHC) Service is committed to supporting employees who have school-age children requiring care and offers flexible opportunities for children to be enrolled in the education and care Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
2A	Paramount consideration—safety, rights and best interests of children
3A	Paramount consideration [NSW]
S. 166A	Offence to subject child to inappropriate conduct [NSW] Offences relating to inappropriate conduct
155	Interactions with children
156	Relationships in groups
157	Access for parents

RELATED POLICIES

Anti-Bias and Inclusion Policy Behaviour Guidance Policy Code of Conduct Policy Child Safe Environment Policy	Privacy and Confidentiality Policy Respect for Children Policy Safe Use of Digital Technologies and Online
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Enrolment Policy Interactions with Children, Families and Staff Policy	Environments Policy Staffing Arrangements Policy
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PURPOSE

Our OSHC Service is committed to creating a supportive working environment for all employees and adhering to anti-discrimination practices that promote inclusion and respect for all children and families.

We recognise that family responsibilities are of the utmost importance and having an employee's child attend the Service where the employee works is time efficient and provides flexibility and convenience. However, having an employee's child attend the Service may also present its own unique set of challenges and concerns for various stakeholders, including other families and service staff. In order to balance work and family commitments, we support the enrolment of our employees' children within our Service. This includes biological children, adopted and fostered children, stepchildren, nieces and nephews.

Clear communication and collaboration between management and employees is essential to ensuring a positive and successful workplace for educators and their children. We aim to have clear and defined roles for staff and educators to ensure we are maintaining a fair and equitable service for all children, staff and employees.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

Our OSHC Service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. To support work and family responsibilities, management will accept employees' enrolment of their children in accordance with Service policies and procedures.

THE APPROVED PROVIDER, MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met
- educators, staff, students and volunteers have knowledge of and adhere to this policy

- an *Employee Agreement - Children in the Workplace* is negotiated with the educator/parent to ensure compliance with our *Code of Conduct*, *Child Protection*, *Safe Use of Digital Technologies and Online Environments* and other Service policies
- an *Employee Agreement - Children in the Workplace* is signed to document that the employee has a clear understanding of the provisions available within the OSHC Service and how this will be reviewed to ensure best practice
- a safe work environment is provided to the employee and child/ren, free of bullying and discrimination
- the enrolment continues to allow the OSHC Service to meet regulatory requirements regarding the ages and number of children who may be educated and cared for, and educator-to-child ratios (for example, if an OSHC Service is approved for 80 children, they will not exceed this number as this would constitute a breach of the Service approval)
- the educator/parent provides all required documentation for enrolment as per the *Enrolment Policy*
- the OSHC Service promotes a family-friendly working environment
- all children are treated fairly, respectfully and in accordance with their individual needs
- no special provisions are made for the child of an employee that would not be available to other enrolled children
- educators maintain their professionalism towards the educator/parent and child
- the educator/parent responds to their own child's behaviour and the behaviour of other children in accordance with the Service's *Behaviour Guidance Policy*
- the educator/parent maintains their professional responsibilities and ensures their interactions with their child do not compromise the education, care or supervision of other children
- at predetermined dates a review is conducted to assess how the arrangement is working for the child, educator/parent, other children and the OSHC Service, and to identify any adjustments required

EDUCATORS WILL:

- maintain their professional boundaries when interacting with the educator/parent and child
- be open and honest when discussing the child's development with the educator/parent
- be respectful towards the educator and child
- collaborate and seek guidance from the parent as per normal circumstances
- treat the child fairly and respectfully
- ensure there is no bias shown to the child of an employee at the Service
- adhere to all mandatory reporting requirements (child protection, reportable conduct scheme)

- not share images obtained via the Service's app for learning and observation purposes or photos taken during special events by the Service for publishing on any social media or for sharing with others in any form (see *Safe Use of Digital Technologies and Online Environments Policy*)
- not subject a child, including their own child/ren, to inappropriate conduct or inappropriate discipline and ensure that no child being educated and cared for by the OSHC Service is subjected to inappropriate conduct or inappropriate discipline by any staff member, student or volunteer
- raise any concerns about the child's wellbeing, the arrangement, professional boundaries or the conduct of others with management
- ensure enrolment and attendance records are kept up to date
- provide enrolment information for their child/ren as required, including signing a Complying Written Agreement (CWA) for any discount in fees.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Children in the Workplace Policy* will be updated and reviewed annually or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the OSHC Service.

RELATED RESOURCES

Employee Agreement - Children in the Workplace
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SOURCES

Australian Children's Education & Care Quality Authority. [Approved learning frameworks](#)
Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)
Australian Government Department of Education. (2025). [Discounted care for early childhood workforce](#)
Early Childhood Australia (2016). *Code of Ethics*.
[Education and Care Services National Law Act 2010](#)
[Education and Care Services National Regulations 2011](#)

REVIEW

POLICY REVIEWED BY:	Libby Haines	Director	September 2026
POLICY REVIEWED	SEPTEMBER 2026	NEXT REVIEW DATE	SEPTEMBER 2027
VERSION NUMBER	V6.09.26		
MODIFICATIONS	• annual policy maintenance • updated terminology from ‘licensing’ to ‘service approval’ • reviewed professional boundaries, fair treatment and responsibilities • sources checked and updated as required		
PREVIOUS MODIFICATIONS			
SEPTEMBER 2025	• annual policy maintenance • added information related <i>Safe Use of Digital Technologies and Online Environments Policy</i> sources checked and updated as required		