



# Staffing and Human Resources Policy

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## **Purpose of this policy**

To ensure that staffing at Hawthorn Early Years meets all legislative and service requirements and that employees are qualified, motivated and supported to provide the best possible environment for children's education and care.

## **Policy**

Hawthorn Early Years is committed to providing excellent education and care to children attending the Service through recruiting, developing and supporting employees who are experienced, trained and motivated. The Service ensures that staff:child ratios are maintained at all times and clear systems are in place to determine responsibility.

## **Scope of Policy**

This policy applies to the Approved Provider, the Board of Hawthorn Early Years, all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

## **Implementation of policy**

This policy will be implemented through the use of clear and comprehensive procedures and adherence to the Human Resources Policy Manual.

## **Procedures relating to this policy**

1. Human Resources Policy Manual
2. Determining the Responsible Person Procedure
3. Volunteers and Students Procedure