

Policy on Licensing Support

June 2017

Rationale

North Shore Playcentre Association may employ Licensing Support Workers to provide short term support to assist Centres in attaining higher Playcentre Adult Education qualifications to run funded sessions.

Centres receiving Licensing Support must be actively planning and working towards gaining the training required to run funded sessions and therefore becoming self-sufficient.

Licensing Support must be consistent with core Playcentre philosophies. Licensing Support is provided on a short term basis while the parents of the Centre complete training (parents as best, first educators). Licensing Support is only available for mixed age family sessions.

Criteria

Before being provided with Licensing Support, a Centre must demonstrate that they have made every reasonable effort to cover the ratios and training requirements within their membership.

Centres must

- Have carried out extra duties (Rolling Roster duties) to cover the ratios for at least one term. A Centre should provide the previous and new term rosters to support this.
- Have the centre actively working towards increasing member qualifications by participating in the adult education programme to ensure group supervision can be achieved by the centre in 4 terms.
- Plan to fulfil all First Aid qualification requirements within the existing membership. A License Support Worker is not required to have first aid and therefore their First Aid qualification should not be used except in extenuating circumstances.
- Arrange the Duty Roster to cover the maximum ratios possible i.e. ensure children are attending no more sessions than the minimum guidelines. Families not ready for a drop off (child over 2 ½ years old not settled, member not completed course 2) are able to have younger children attend sessions with older sibling.
 - Birth to 2 year old – 2 sessions
 - 3 year old – 3 sessions
 - 4 year old plus – 4 sessions
- Ensure each session has the maximum number of children possible for the ratio, consider reducing days, set aside personal preferences.
- Meet all other funding and licensing requirements.

- Employ a Paid Coordinator for any older children's session (if not, the Centre will fully fund the first family session of Licensing Support on an ongoing basis for a maximum of 4 terms). This is to ensure Course 3 member's qualifications are utilised on family sessions, thus supporting our philosophy of mixed age sessions.

Or, Centres may provide a report to the Association Management Team, supported by the Field Officer, on the special needs within the Centre or other circumstances that require support. Centres must also fall within the Licensing Support Parameters listed below.

Licensing Support Parameters

1. The Licensing Support budget is set annually. Requests for support are considered within the constraints of this budget. If License Support requests exceed this budget, then requests will be prioritised by the Association Management Team. As a result some requests within policy may not be granted.
2. Centres running extended sessions for older children must either employ their own Paid Coordinator or fully fund one family session of Licensing Support.
3. Centres should only require Licensing Support for a maximum of four terms. The Centre is expected to have increased their number of Course Two and Three qualified members in that time, given that the minimum training periods are 5 weeks for Course one, one term for Course Two and two terms for Course Three.
4. Centres can receive Licensing Support for a maximum of two sessions a week.
5. The Centre will fully fund the Licensing Support as agreed as part of the Annual Budget for the 2016/2017 financial year.
6. After receiving four terms of License Support, a Centre cannot reapply for another two terms except under the recommendation of the centre's field officer (see parameter 8).
7. Centres are not permitted to employ their own License Support Workers. As per our agreement with regards to Group Supervision, the only paid employees permitted in Centres are one Paid Coordinator for an extended session (which is also an Association employed position).
8. The Association Management Team has the ability to provide License Support in addition to the above in exceptional circumstances. A detailed report on the Centre's position and support from the Centre's Field Officer must be provided to the Management Team.

Centre Support Application process

1. Centres are required to reapply for License Support on a term by term basis.
2. Centres must complete a License Support Application in consultation with their Field Officer. Centres must agree to apply for License Support at a Centre Business Meeting and pass the application and Education Plan.

3. The Field Officer will review the Application and Education Plan and review the proposed roster. At this time, there may be changes recommended. The Application must be endorsed by the Field Officer.
4. Submit the Application to the Management Team before the due dates listed in the Association Date List. The Services Manager will liaise with the centre Field Officer if there is any additional information that the Management Team will need in order to make the best informed decision.
5. The Management Team will consider each Application in a meeting, according to the Licensing Support Criteria and Parameters. Management Team members will not participate in decisions relating to their own Centres.
6. The Field Officer will advise Centres of the outcome of their Application.
7. The Services Manager will recruit/appoint employees to the approved License Support positions, in accordance with Association Employment Policy with Management Team approval. The Services Manager will confirm License Support Worker employment in writing to Centres.
8. Applications to employ a License Support Worker from within the Centres current members will be considered by Management Team in extreme exceptional circumstances, after all other options have been exhausted. Management Team will make their decision on a case by case basis, based on the information provided in the License Support Application Form and in accordance with License Support policy and process.
9. The Education Convenor will arrange appropriate support to assist the Centre in achieving their Education Plan.
10. Centres who are successful in their application agree to fulfil the Centre Responsibilities set out below.

Centre Responsibilities

The Association is the employer of License Support Workers but requires the centres receiving support to take responsibility for the following actions:

1. Develop and implement an Education Action Plan
When the Centre applies for License support, the centre is required to develop an education action plan in consultation with the members. The aim of the plan is to bring the centre's training levels up to cover licensing requirements. The Education Action Plan is part of the License Support application form.

The Education Plan will specify the names of members who will complete training, and when by.

The Education Plan will detail the support the Centre will provide those members.

The Education Plan will request any support required from the Association Education Team.

- ▶ The Association Management Team may require further feedback, discussion or identify action that the centre needs to carry out; this will need to be included into the Education Action Plan. This feedback will come back to the centre via the Field Officer who will support centres to implement any changes necessary.
- ▶ The Centre must review and record the progress at each monthly centre meeting.

2. Understand the role of the Licensing Support Worker

Ensure the tasks requested of the Licensing Support Worker are within the duties of the position. The Job Description will be provided by the Services Manager.

3. Maintain a good employment relationship with the employee

Centre members are individually responsible for the maintenance of a good working relationship with the Licensing Support Worker.

Any concerns should be referred to the Services Manager

4. Person responsible for the orientation and support of the License Support Worker

This role is usually carried out by the Centre President. Centres will recommend a person in their Application for License Support . A detailed outline for this will be provided by the Services Manager.

5. The centre must provide the Licensing Support Worker with the following

- ▶ Contact details of relevant centre members
- ▶ Copy of the rosters
- ▶ Up to date information
 1. Weekly newsletter or current Centre news
 2. Duty swaps
 3. Planning for sessions (including trips)
 4. Any changes to the running of the session
 5. Any changes to the running of the centre, including revised and new policies.

6. Orientation into the centre should include

- ▶ Health and Safety procedures relevant to the centre, to the adults working on the premises, and any specific information relevant to the health and well-being of centre members (both children and adults)
- ▶ Centre policies

7. Provide feedback on the Licensing Support Worker's performance.

The Services Manager will provide Centre Presidents with confidential Appraisal questionnaires to be completed by the Duty Team.

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