



Section 17

Operator and Staff Requirements



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This section explains the things operators have to do when they hire staff to operate the facility and/or deliver the daily program. Operators must:

- have written job descriptions for all staff
- hire staff who are competent – able to carry out the duties of the job description

This section also describes staff qualifications and expectations:

- primary staff must meet a number of requirements, including age, education, first aid and CPR
- all staff must be able to work effectively with children and understand their role in the delivery of the daily program and operation of the facility

17

48

Every operator shall ensure that, as much as possible, the cultural and ethnic backgrounds of children attending the child day care facility are reflected in the cultural and ethnic backgrounds of staff.

Regulation 48

Cultural and Ethnic Backgrounds of Staff

Why

- To ensure that, as much as possible, the facility encourages the language and culture of the children

What it means

- To ensure that, as much as possible, the children and the staff's cultural and ethnic background are similar

49(1)

All primary staff shall be at least 19 years of age.

Regulation 49(1)

Qualifications for Primary Staff

Why

- All staff must have the maturity, knowledge and skills necessary to manage their responsibilities in a professional and ethical manner.

What it means

- Primary staff persons must be 19 years of age or older.

How

- Ask for proof of age when hiring staff.
- Keep a copy of the support staff person's proof of age in their personnel file.

49(2)

A person under the age of 19 years may work as support staff under the supervision of a primary staff person.

Regulation 49(2)

Support Staff**Why**

- To ensure that children are supervised, cared for and taught by staff that are mature or supervised by another staff that is a mature adult

What it means

- Support staff under the age of 19 must be accompanied by a staff member at all times.

How

- Ask for proof of age when hiring support staff.
- It is recommended that support staff are at least 16 years of age.
- Keep a copy of the support staff person's proof of age in their personnel file.

51(1)

Every staff person must be competent to fulfill the functions described in his or her job description.

51(2)

Every staff person and a family home day care facility operator shall possess the ability to communicate with and be accepted by children of the age being cared for by that person or operator.

Regulation 51(1), (2), (3), and (4)

Job Descriptions and Competency for All Staff

Why

- To clearly outline the roles, responsibilities, qualifications and expectations for all staff hired to work in a child care centre

What it means

- Regulation 51(1) applies only to operators of centres. (Family day home operators do not hire staff.)
- The operator must have a written job description for each staff person.
- All staff must have the knowledge and skills required to be able to carry out the duties and responsibilities described in their job description.
- All staff must be able to communicate clearly with children.

How

- Develop job descriptions for staff with clear roles and responsibilities.
- Make sure the qualifications section in *all* job descriptions includes the following requirements. These are *not* optional:
 - minimum age 19 for primary staff,
 - proof of updated immunizations before starting work,
 - a criminal record check before starting work and updated every five years
- It is recommended that all job descriptions include the following:
 - a tuberculosis test before starting work
 - a vulnerable sector search before starting work
 - a statement regarding any outstanding criminal charges and the nature of those charges before starting work (if applicable)
- When developing a job description for a staff person, make sure the qualifications section includes the following requirements:
 - minimum age 19,
 - preferred post-secondary qualifications in Early Childhood Education or Child Development,
 - recommendation to follow the code of ethics of a professional child care provider,
 - certification in infant and child cardiopulmonary resuscitation (CPR), approved by the Director,
 - certification in first aid, approved by the Director.

- For all staff involved in the delivery of the daily program, it is recommended to include training as one of the expectations,
- Remember that being a parent or grandparent – “I raised 6 children” – does not automatically mean a person has the knowledge or skills to carry out the duties required by a job description.
- Use the job description when you develop interview questions – in other words ask questions that are relevant to the duties described in the job description.
- When orienting new staff, go through the job description, discuss all the duties and encourage them to ask questions.
- Have each staff member sign their job description to indicate that they understand and agree to carry out the duties of the job description.
- When you hire staff, start with a probationary period – for example three to six months. After the probationary period, if you are satisfied that they are competent to carry out the duties of the job description you can confirm that the person is hired. If you are not satisfied that they are competent to carry out the duties of the job description you can either develop an improvement plan or decide not to extend the person’s employment beyond the probationary period.
- Keep a copy of each staff member’s signed job description in the staff member’s personnel file.

51(3)

Every primary staff person shall have an awareness of early childhood development theory and the ability to apply that theory to the operator's program.

Regulation 51(3)

Why

- All staff must be able to provide care, instruction and supervision appropriate for each child's age and level of development.
- Children need to be cared for by adults who understand child development.

What it means

- This regulation applies to all staff, including operators of family day homes.
- All staff and the operator of a family day home must have the interpersonal skills to build healthy relationships with children and work effectively with them.
- The exact way that staff and the operator of a family day home interact with children must be appropriate to the age of the child, and will change as the child gets older.
- Developmentally appropriate practices mean that the care, instruction (activities) and supervision of children must match the children's ages, and more importantly, their developmental levels.

How

- When hiring staff, look for people who genuinely like children and enjoy spending time with them.
- Look for staff who are mature, who communicate openly, and who listen.
- Look for staff that have previous experience taking care of children; ask for references from employers or the parents of children they have taken care of.

51(4)

Every support staff person shall have an understanding of the basic aims of the program of the operator.

Regulation 51 (4)

Why

- In order to work effectively with children and coworkers all staff, including support staff, need to know what their role is in meeting the goals and objectives of the early childhood program.
- All staff, including support staff, need to be aware of the routines and procedures of the facility, the location of emergency equipment, and the behaviours that are expected of both children and staff.

What it means

- The operator must train new staff so that each staff person understands:
 - his or her role in meeting the goals and objectives of the early childhood program, and
 - how the facility operates – such as routines, emergency procedures, the location and use of emergency equipment, and behaviour expectations.

How

- Make sure all new staff receive training to the goals and objectives of the early childhood program and the operation of the facility. Use the job description to go over the expected duties.
- When training new support staff:
 - explain emergency evacuation procedures,
 - make sure the person knows the location of the first aid kit, the fire extinguisher, and the list with emergency contact information,
 - make sure the person knows how to use the fire extinguisher,
 - explain behaviour expectations for both staff and children.
 - review the goals and objectives of the early childhood program,
 - go over the daily program and their role in its delivery, and show the person where it is posted,
 - go over the list of children with allergies and medical concerns and show the person where it is posted.
 - be clear if there are things you do not want the person to do.

52

Every operator shall encourage training of staff through appropriate courses and seminars, if available.

Regulation 52

Training for All Staff

Why

- A quality early childhood program is dependent on the knowledge and skills of the staff.
- Ongoing staff development ensures that staff continue to develop knowledge and skills that reflect current research and best practices in early childhood education.

What it means

- The operator shall encourage that all staff persons take courses or attend seminars or workshops related to child development and care.
- Seminar means a conference or other meeting for discussion or training.
- The operator shall keep documentation (or proof) that a person took training.

How

- Identify the training needs of each staff person based on each person's current qualifications, experience, job description and job goals. Don't assume that everyone needs the same course or workshop.
- Use performance appraisals and inspection reports to pinpoint areas needing improvement and to individualize staff development.
- Keep records of staff development participation in each staff person's personnel file.
- Set up coaching, mentoring or peer support programs so that staff can learn from each other.
- Ask the Regional Early Childhood Officer for help identifying courses, workshops, conferences and other staff development opportunities.
- If possible provide lieu time and/or pay while staff participate in professional development.
- Tie pay raises and additional responsibilities, if appropriate, to the staff development activities, particularly if a staff person is taking courses that lead to a post-secondary certificate, diploma or degree in child development.
- Training programs can be delivered by program operators, the Regional Early Childhood Officer, Nunavut Arctic College and/or other educational institutions, community members or agencies.

53

Every staff person employed in a child day care facility shall hold a certificate in

- (a) First aid; and
- (b) Where available, CPR training.

Regulation 53

First Aid and CPR Requirements**Why**

- All staff persons need to be able to respond quickly and effectively to many different emergencies, including choking, accidents, near-drowning, suffocation, poisoning, smoke inhalation, electrocution injuries, and suspected Sudden Infant Death Syndrome (SIDS).

What it means

- All staff persons must be certified in first aid and where possible CPR.
- First aid is emergency treatment of an injured or sick child before professional medical assistance is available.
- CPR is a combination of mouth-to-mouth breathing and chest compressions. If a child isn't breathing or circulating blood adequately, CPR can help get oxygen-rich blood to the brain. Without oxygen, permanent brain damage or death can occur in less than 8 minutes.
- The CPR certification should be specifically for infants and children.
- The CPR and first aid certification programs must be approved by a nationally recognized organization.
- The Director *may* allow a person to start work without the required certifications. If this happens the Director will set a date by which the person must obtain the required certifications.

How

- *Before* taking a course check with your Regional Early Childhood Officer to see if a CPR or first aid program is satisfactory to the Director.
- Make sure all staff keep their CPR and first aid certifications up-to-date and take refresher courses *before* their certifications expire.
- Keep a copy of all current certificates in each staff person's personnel file. If the Director allows a person to start work without the required certifications be prepared to get the certifications quickly. Don't expect a long period of exemption – children's safety is at stake.

