

## Working For Outside Agencies Policy

### Rationale:

Small World is committed to sharing its philosophies and the expertise and knowledge of its teachers with the broader early childhood community.

### Objectives:

- To support the Small World teachers to develop and practice group facilitation skills.
- To support Small World teachers to enhance their personal pedagogical profile and the profile of Small World as an innovative learning environment.
- To ensure that opportunities for Small World teachers to share their knowledge and expertise with other teachers are maximised but without compromising the integrity of Small World programmes.
- To ensure that arrangements for the payment of Small World employees undertaking work for other early childhood centres and organisations is fair and equitable to both the employee and Small World.
- To ensure that the ownership of course materials and the intellectual property generated in such endeavours is clearly understood by all parties.

### Procedures:

- All requests of Small World personnel to participate in additional employment opportunities related to early childhood education in general, and the knowledge and expertise that has been nurtured through their employment at Small World in particular, will be forwarded to the management team.
- Employees are free to pursue additional employment opportunities that are unrelated to early childhood education, but should be cognisant of the impact additional work may have on their primary employment responsibilities.
- Decisions about the employee's participation in all additional early childhood related employment opportunities will be made by the management team in consultation with the employee.
- Any monies received as the result of an employee's participation will be disbursed as follows -
  - Work completed during the employee's normal working hours – 50/50 once all expenses incurred by Small World are reimbursed.
  - Work completed outside the employee's normal working hours – 60/40 employee/employer.
- All materials developed for additional early childhood related work undertaken by the employee remain the property of Small World.
- Preparation time may be allocated at the management team's discretion to support the employee's participation in additional early childhood related work opportunities.