

Staffing Arrangements Policy

NQS

QA4	4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.
QA7	7.1.1	Appropriate Governance arrangements are in place to manage the service.

National Regulations

Regulations numbered 240 and higher are state or transitional regulations

Reg	118	Educational Leader
	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—centre-based services
	126	Centre based services – general educator qualifications
	136	First aid qualifications
	150	Staff record must include name of responsible person at service each time children being educated and cared for by the service.
	173(2)(c)	Offence not to clearly display name of responsible person in the main entrance
	240	Qualifications for educators—centre-based service applies until 31.12.15 Applies to reg 126
	245	Person taken to hold approved first aid qualification. Applies until 31.12.12 or qualification expires.
	355	Educator to child ratio- children over preschool age
	356	Qualifications for educators – children over preschool age

Aim

To ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators.

Related Policies

Excursion Policy

Transportation policy

Child Protection Policy

Continuity of Education and Care Policy

Educator and Management Policy

National Quality Framework Policy

Who is affected by this policy?

Children
Families
Educators
Management

Implementation

Our service will maintain compliance to the following:

- Our service will nominate a qualified and experienced educator, co-ordinator or other individual as the service's Educational Leader. This person is responsible to lead the development and implementation of the service's educational programs.
- Our service will ensure that any educator that is under eighteen years of age does not work alone at the service and is supervised at all times by an educator who is over eighteen.

Our service will maintain compliance to the following in relation to the everyday practicalities of service's operations:

- Educators' rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- Supervising educators give their attention to the children and not to any other duties.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- A nominated supervisor or certified supervisor will be on the premises at all times when children are being educated or cared for.
- There will be more than one educator present when children are in attendance. No child will at any time be in the care of a sole educator.
- In any situation where adequate supervision of children is threatened, any educators on a meal-break must be prepared to return to duty to supply adequate supervision.
- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- Any water activity should be closely supervised by one educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together outside.
- When children are resting they will be supervised.
- No child is to be left unattended at the table when eating.
- Rosters will be designed and implemented to ensure that children receive continuity of care.

- Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators.

Supervision of Services

Our service will have at least one **“responsible person”** present at all times when caring for and educating children. A responsible person is:

- an approved provider
- a nominated supervisor
- a certified supervisor who is in charge of the daily running of the service.

The name of the responsible person will be clearly displayed in the main entrance of the Service.

If the responsible person needs to change (for example the current person needs to leave the Service), he or she will “hand over” responsibility for the role to another eligible person at the Service. Both the old and new responsible person will communicate directly and ensure the name of the responsible person displayed at the Service correctly reflects who currently holds the position.

If more than one person at our service is a “responsible person”, we may develop a roster to rotate the role.

All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods when children may, for example, be moving between outdoor and indoor environments, arriving or leaving the service, moving from service vehicles to the service premises, leaving or returning from excursions, moving to meal areas, washing their hands or using the toilet facilities. To achieve this outcome educators will be alert, aware and in sight and sound of all children for whom they are responsible. They will also actively engage with children and not stand back and watch.

There may also be times when minimum ratio requirements are not sufficient to ensure children are adequately supervised. On these occasions the Nominated Supervisor or certified supervisor will assess the situation and when necessary ensure there are extra adults present to ensure children’s health, safety and wellbeing.

Issues affecting the adequacy of supervision include:

- the number, ages and abilities of children
- the number and positioning of educators
- each child’s current activity

- areas where children are playing, in particular the visibility and accessibility of these area
- risks in the environment and experiences provided to children
- the educators' knowledge of each child and each group of children
- the experience, knowledge and skill of each educator.

Educators will ensure team members know when they leave the room or area, or finish their shift, and are aware of any particular issues that may require additional oversight of children. They will do this verbally and there must be acknowledgement by the other educator prior to leaving the environment. The register of educators working with children will be completed if the educator is leaving for any length of time.

Educator to Child Ratios

Our educator to child ratios will always meet the minimum requirements as stated below. Note the numbers of children referred to in this section does not include children being cared for in an emergency for no more than two consecutive days the service operates.

- For children over preschool age the educator to child ratio will be 1 educator to 15 children.

Rostering

The Approved Provider and Nominated Supervisor will comply with award requirements in relation to rostering. The Nominated Supervisor will:

- post or display a staff roster where it can be easily accessed by all employees
- discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of changes

Qualifications for Educators:

- At least 50% of educators required to meet the educator to child ratio must hold or be enrolled in and studying for, at least a qualification that is published on the national authority's website www.acecqa.gov.au in the list of approved diploma level qualifications for educators working with children over preschool age for Victoria <http://files.acecqa.gov.au/files/Quals/2014/20140109-ACECQA-approved-qualification-list-OSHC.pdf>
- All other educators must have, or be actively working towards, at least a qualification that is published on the national authority's website www.acecqa.gov.au in the list of approved certificate III level qualifications for educators working with children over preschool age for Victoria or begin obtaining this qualification within 6 months of starting to educate and care for children.

Until 31 December 2015, educators who have been continuously employed as an educator in an education and care service or a children's service for a period of at least 15 years immediately before

1 January 2012 and continue to be employed by the same Approved Provider as they were immediately before 1 January 2012 can be included in the educator to child ratios.

First Aid Qualifications

- The approved provider must ensure that at least one educator attending the service :
 - holds a current approved first aid qualification
 - has undertaken current approved anaphylaxis management training and
 - has undertaken current approved emergency asthma management training.

If the service is situated within a school's grounds, the service will meet the first aid requirements if there is at least one school staff member in attendance and immediately available who holds a current first aid qualification and has completed current approved anaphylaxis and asthma management training.

- An educator is taken to hold an approved first aid qualification or training if:
 - the educator holds an approved qualification or training as published on <http://www.acecqa.gov.au/qualifications/>

Child Protection

- The Approved Provider of an education and care service must ensure that the nominated supervisor, educators and other staff members who work with children are advised of the current child protection law and any obligations they may have under the law.

Working With Children Check

- The Approved Provider must ensure that the nominated supervisor has read a person's working with children check before the person is engaged as an educator or permitted to volunteer. Some exemptions apply including:
 - a working with children check cannot be issued because of the person's age, or the person is a volunteer, and they will be directly supervised by someone who is at least 18 and holds or is actively working towards an approved diploma level qualification, or
 - the person is a registered teacher under the Education and Training reform Act 2006 and the approved provider or nominated supervisor has checked the register kept under the Act.
 - Further information is available at <http://www.justice.vic.gov.au/workingwithchildren/home/about+the+check/>

Sources



Education and Care Services National Regulations 2011
National Quality Standard
Department of Justice Vic

Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> December 2019	<u>Review Date</u> Year 2020	<u>Version Number</u> 3	<u>Date Produced</u> October 2015
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