

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
	245	Person taken to hold approved first aid qualification. Applies until 31.12.12 or qualification expires.
	320	Educator to child ratio- children over preschool age
	321	General 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

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 – Responsible Person

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.

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.

Educator to child ratios during short absences

Services will not be in breach of ratio requirements while an educator is on a short absence if the educator:

- is absent for 30 minutes or less in total per day and
- is immediately available to attend to children during each absence

Qualifications for Educators:

- For services educating and caring for children over preschool age, the first of every 2 educators required to meet the educator to child ratio must:
 - hold a qualification that is published on the national authority’s website www.acecqa.gov.au in the list of approved qualifications for educators working with children over preschool age in SA <http://acecqa.gov.au/storage/1-QLD%20over%20pre-school%20v3.pdf>

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

To comply with the Children’s Protection Act 1993, the Approved Provider or Nominated Supervisor must ensure educators, staff, volunteers and students have a satisfactory police clearance before the person is permitted to work with children. Some exemptions apply, including volunteer parents in most circumstances, and people who are engaged in an activity for less than 10 consecutive days or not more than 1 day in any month. Further information is available at

http://www.police.sa.gov.au/sapol/services/information_requests/police_checks.jsp

Sources

Education and Care Services National Regulations 2011
National Quality Standard
Children’s Protection Act 1993
Children’s Protection Regulations 2010
SA Police Department

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: August 2019

Date for next review: August 2020