STAFFING ARRANGEMENTS POLICY

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1 NQS

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<th>QA4</th>
<th>4.1.1</th>
<th>The organisation of educators across the service supports children’s learning and development.</th>
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<tr>
<td>QA7</td>
<td>7.1.2</td>
<td>Appropriate Governance arrangements are in place to manage the service.</td>
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<td>7.1.3</td>
<td>Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.</td>
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2 National Regulations

Regulations numbered 240 and higher are state or transitional regulations

<table>
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<td>Educator to child ratios—children aged 36 months or more but less than 6 years</td>
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3 Aim

To ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators and that our staffing arrangements support the smooth running of the service.

4 Related Policies

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

- Excursion Policy (CHI-ADM-POL-024)
- Transportation Policy (CHI-ADM-POL-060)
- Child Wellbeing Policy (CHI-ADM-POL-009)
5 Who is affected by this Policy?
Children, Families, Educators, Management

6 Implementation
6.1 Our service will maintain compliance to the following:
   i. 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.
   ii. We will only include educators in the educators to child ratio who are working directly with the children.

6.2 Our service will maintain compliance to the following in relation to the everyday practicalities of service’s operations:
   i. Educators rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
   ii. Supervising educators give their attention to the children and follow the centre’s supervision plan.
   iii. At no time will students or volunteers be included in the ratio of adults supervising children.
   iv. Students and volunteers will never be left alone with a child or a group of children.
   v. A nominated supervisor or responsible person will be on the premises at all times when children are being educated or cared for.
   vi. 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.
   vii. 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.
   viii. The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
   ix. Educators supervising outdoors, should position themselves to see as much of the play area as possible.
   x. One educator should be positioned close to any experience that is identified as being high risk.
   xi. Any water activity should be closely supervised by one educator at all times.
   xii. Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together outside.
   xiii. When children are resting or sleeping they will be supervised.
   xiv. During hand washing and/or toilet times children will be supervised in the bathroom area.
   xv. Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.
   xvi. No child is to be left unattended at the table when eating
   xvii. Rosters will be designed and implemented to ensure that children receive continuity of care.
   xviii. Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators.
7 Supervision of Services and Responsible persons

7.1 Services must have at least one “responsible person” present at all times when caring for and educating children. A responsible person is:
   i. an approved provider
   ii. a nominated supervisor
   iii. a delegated responsible person who is in charge of the daily running of the service.

7.2 If more than one person at the Service is a “responsible person”, services have a roster to ensure at least one is present whenever children are present.

7.3 Unless notified otherwise the responsible person each morning will be the Diploma qualified educator who is on the earliest shift. This will remain in place until the centre Director arrives. Unless notified otherwise, the responsible person each afternoon will be the Diploma trained educator who is on the latest shift. This will begin when the Director leaves.

7.4 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.

7.5 The name of the responsible person is clearly displayed in the main entrance of the service and will be recorded in the staff sign in and out book.

8 Educator to Child Ratios

8.1 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.
   i. For children aged from birth to 24 months the educator to child ratio will be a minimum of 1 educator to 4 children.
   ii. For children aged over 24 months but less than 36 months the educator to child ratio will be a minimum of 1 educator to 5 children.
   iii. For children aged over 36 months and less than 6 years the educator to child ratio will be a minimum of 1 educator to 10 children.
   iv. For children who are school aged and being cared for in our Out of School Hours programs, the educator to child ratio will be a minimum of 1 educator to 15 children.
   v. If children being educated and cared for at the service are of mixed ages the minimum number of educators for the children must meet the requirements above at all times. This can be done after considering the total number of children being cared for at the service and the educator to child ratio required for each age range. If the number of children actually being cared for in a particular age range is less than that allowed in the educator to child ratio, that educator has the capacity to work directly with another child in an older age bracket. For example if the service is only caring for 3 children under 24 months, but 6 children in the next age bracket, one of the 6 children can be allocated to the educator caring for the younger children. This leaves 5 children for the educator in the older age bracket to care for, and this meets the ratio requirements. Ratio requirements must always be met for younger children before allocating educators to older age brackets.
vi. When an early childhood teacher (ECT) is required to be in attendance at the service as per the approved places of our service, that teacher will be counted as an educator at the service for the purposes of this regulation.

vii. At least 50% of educators who work directly with children and are included in our educator to child ratios must have or be actively working towards an approved Diploma level education and care qualification – (not applicable to OOSH)

viii. All other educators who work directly with children and are included in our educator to child ratios must have or be actively working towards an approved Certificate III level education and care qualification.

iv. If an ECT is required to be in attendance at the service, the ECT (including an ECT covering the position of illness or leave) is counted as meeting the Diploma qualification.

9 Educator signing in and out

9.1 All educators will sign in and out when they arrive and leave the service.

9.2 All educators will sign on and off the floor each time they begin to work directly with children, or when they are moving away from working directly with children.

10 Meeting Qualification Requirements

10.1 To determine if a person meets the requirements of a particular qualification (Cert III, Diploma or ECT), we will refer directly to the list of approved qualification on the ACECQA website:  http://www.acecqa.gov.au/home/

10.2 All ECT’s must provide evidence of their Teacher Accreditation certification on employment and on an ongoing basis in order to maintain their employment.

11 Early Childhood Teacher (ECT) – (not applicable to OOSH)

11.1 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.

11.2 Our service will always employ a qualified early childhood teacher (ECT) as per the following minimum requirements:

i. One ECT must be in attendance at all times that the service is educating and caring for over 29 children preschool aged or under.

ii. Two ECTs must be in attendance at all times that the service is educating and caring for 40 to 59 children preschool aged or under.

11.3 In the event of an ECT being sick or absent, the service will meet the following requirements if the ECT is absent for periods under twelve weeks:

i. A person with an approved Diploma level education and care service qualification may be taken as an ECT.

ii. A person who holds a qualification in primary teaching may be considered an ECT.

iii. If the period is over 12 weeks, the service will engage another ECT.
While the above will meet the requirements, we will, in the first instance, attempt to replace an ECT with another ECT at all times, regardless of the period of absence.

12 Qualifications for Educators

12.1 Child Protection
i. 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.
ii. The service’s Nominated Supervisor and Responsible Persons will have successfully completed a course in child protection that is approved by the NSW Regulatory Authority.
iii. All other educators will be encouraged to also complete a course in child protection that is approved by the NSW Regulatory Authority.

12.2 Working With Children Check
i. The Approved Provider or nominated supervisor of an education and care service must ensure a Working With Children check (WWCC) is completed for all educators and staff whose duties will involve direct contact with children.

12.3 First Aid Qualifications
The approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service:
   i. At least one educator who holds a current approved first aid qualification.
While the above will meet the regulatory requirements, all educators are required to hold a current approved first aid qualification.

12.4 Anaphylaxis Qualifications
The approved provider of a centre-based service must ensure that at least one educator who has undertaken anaphylaxis management training is in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service.
While the above will meet the regulatory requirements, all educators are required to undertake anaphylaxis management training.

12.5 Emergency Asthma Management Training
The approved provider of a centre-based service must ensure that at least one educator who has undertaken asthma management training is in attendance at any place where children are
being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service.

While the above will meet the regulatory requirements, all educators are required to undertake asthma management training.

13 Students and Volunteers in our centres
For students and volunteers present in our centres the following records must be maintained:

i. the full name, address and date of birth of each student or volunteer who participates in the centre-based service.
ii. a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

We will provide students and volunteers information to support their time in our services. Refer to form 68 –Student / Volunteer Information Sheet and 60 Work experience Students and Volunteers Form.

14 Visitors in our centres
All visitors must sign in on arrival and must never be left alone with children.

15 Sources
Education and Care Services National Regulations 2011
National Quality Standard
NSW Office of the Children’s Guardian

16 Review
The policy will be reviewed every 2 years. Review will be conducted by:

- Management, Employees, Families, Interested Parties

17 Version Control Table

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<th>Date Released</th>
<th>Next Review</th>
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<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Supervision Policy.</td>
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<td>Feb 2014</td>
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<td>3</td>
<td>Sep 2013</td>
<td>Sep 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Updated to reflect new Working With Children Check Information, ratios and qualifications as per Centre Support Update</td>
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<td>4</td>
<td>Dec 2014</td>
<td>Dec 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Reviewed and no changes required</td>
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