

Staffing Arrangements Policy

Our Centre will maintain compliance to the following:

- Our centre will nominate a qualified and experienced educator, co-ordinator or other individual as the Centre's Educational Leader. This person is responsible to lead the development and implementation of the Centre's educational programs.
- Our Centre will ensure that any educator that is under eighteen years of age does not work alone at the centre and is supervised at all times by an educator who is over eighteen.
- We will only include educators in the educators to child ratio who are working directly with the children.

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

- Educator's 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.
- 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.
- Students and volunteers will never be left alone with a child or a group of children.
- 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 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.
- One educator should be positioned close to the climbing frame as often 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 Centre, educators will not congregate together outside.
- When children are resting or sleeping they will be supervised.
- During hand washing and/or toilet times children will be supervised in the bathroom area.
- Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.
- 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 Centre will, when possible and to the best of our ability, make use of a regular pool of relief staff.

Supervision of Centres

Our centre 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 centre.

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

If the responsible person needs to change (for example the current person needs to leave the centre), he or she will "hand over" responsibility for the role to another eligible person at the centre. Both the old and



new responsible person will communicate directly and ensure the name of the responsible person displayed at the centre correctly reflects who currently holds the position.

If more than one person at our centre 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 throughout the day when children may, for example, moving to meal areas, washing their hands, or using the toilet or nappy change 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. For children aged from birth to less than 36 months, 1 educator to 4 children.

- For preschool aged children 36 months and over
 - Until 31 December 2015, 1 educator to 15 children
 - From 1 January 2016, 1 educator to 11 children.
- If children being educated and cared for at the centre are of mixed ages the minimum number of educators for the children must meet the requirements above at all times.
- When an early childhood teacher (ECT) is required to be in attendance at the centre as per the licensed places of our centre, that teacher is counted as an educator at the centre for the purposes of this regulation.
- If the centre is required to have access to an ECT for a period of time as per the licensed places, the ECT must be added to the minimum number of educators required for that centre for that period.
- If the centre is a preschool program in a school in a class or classes where a full-time education program is also being delivered, educator ratio and qualification requirements do not apply.
- At all times we will consider the needs of the children and provide adequate supervision.

Rostering

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

- 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
- Only change an employee's rostered hours if:
 - The employee agrees to the change

The Nominated Supervisor will adhere to the centre's Code of Conduct at all times while negotiating roster changes with staff.

Educator Qualifications

The qualification requirements for educators at a centre-based service educating and caring for children preschool age or under are as follows:

- At least 50% of the educators who are required to meet the relevant educator to child ratios for the centre must have or be actively working towards at least an approved diploma level education and care qualification.
- All other educators required to meet the relevant educator to child ratios for the centre must have or be actively working towards at least an approved certificate III level education and care qualification.

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

Approved Diploma Qualification

A person is taken to hold an approved Diploma level education and care qualification if:

- They hold an approved qualification or former qualification as published on <http://www.acecqa.gov.au/qualifications/> or
- If immediately before 1 January 2012, they were recognised under the former education and care services law of any participating jurisdiction as a Diploma level educator and employed or engaged in a declared approved service.

Approved Certificate III Qualification

A person is taken to hold an approved Certificate III level education and care qualification if:

- They hold an approved qualification or former qualification as published on <http://www.acecqa.gov.au/qualifications/> or
- Immediately before 1 January 2012, they were recognised under the former education and care services law of any participating jurisdiction as certificate III level educator and employed or engaged in a declared approved service or
- Before 1 January 2012 the educator completed a professional development course approved by the Secretary under the Children's Services Regulations 2009 of Victoria and:
 - Was employed full-time and continuously as an educator at a licensed children's centre or outside school hours care service for a period of at least 5 years immediately preceding 25 May 2009 or
 - Was employed at least part-time and continuously as an educator at a licensed children's service or outside school hours care service for a period of at least 10 years immediately preceding 25 May 2009.

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 Provider as they were immediately before 1 January 2012 can be taken to hold a Certificate III qualification.

Requirements for an Early Childhood Teacher (ECT)

For centres licensed for **fewer than 25 approved places**:

- The centre must have an ECT working with the centre for at least 20% of the time the centre provides education and care.



- In order to comply with this, the ECT may be working with the centre by means of information communication technology.
- This can be calculated on a quarterly basis.

For centres **licensed for 25 or more children but caring for fewer than 25 children**, the centre must meet the above during any period that it is educating fewer than 25 children. In line with this, any period that an ECT is in attendance at the centre may be counted towards the 20% timing of the period of access for under 25 children.

For centre's licensed for fewer more than **25 or more children but fewer than 60 children** on any given day the centre must have an ECT in attendance:

- For at least 6 hours on that day if the centre operates 50 or more hours a week or
- For 60% of the time that the centre is open on that day if the centre operates for under 50 hours per week.

For centre's licensed for **60 or more children but not more than 80 children** on any given day the centre must have an ECT in attendance:

- For at least 6 hours on that day if the centre operates for 50 or more hours a week or
- For 60% of the time that the centre is open on that day if the centre operates for under 50 hours per week.
- **By 1 January 2020**, the centre must have a second ECT in attendance:
 - For at least 3 hours on that day if the centre operates for 50 hours or more a week or
 - For 30% of the time that the centre is open on that day if the centre operates under 50 hours a week.

For centre's licensed for **more than 80 children** on any given day the centre must have an ECT in attendance:

- For at least 6 hours on that day if the centre operates 50 or more hours a week or\
- For 60% of the time that the centre is open on that day If the centre operates for under 50 hours per week.
- **By 1 January 2020**, the centre must have a second ECT in attendance:
 - For at least 6 hours on that day if the centre operates 50 or more hours a week or
 - For 60% of the time that the centre is open on that day if the centre operates for under 50 hours per week.

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

- A person with an approved Diploma level education and care centre qualification may be taken as an ECT.
- A person who holds a qualification in primary teaching may be considered an ECT. If the period is over 12 weeks, the centre will engage another ECT.

Approved ECT qualifications:

- An approved qualification that is published on <http://www.acecqa.gov.au/qualifications/>
- The educator holds a qualification that is published in the list of former qualifications on <http://www.acecqa.gov.au/qualifications/>. The educator was recognised as an ECT under the former law of any participating jurisdiction, or for the purposes of a preschool funding program and was employed or engaged in a declared approved centre as an ECT.
- The educator was registered as an ECT in accordance with the requirements of another jurisdiction. This does not apply if the educator was working towards an ECT qualification.
- If immediately before 1 January 2012, the educator was recognised as an ECT because they were enrolled in a course for a qualification that is published on <http://www.acecqa.gov.au/qualifications/> in the list of former qualifications approved as early childhood teacher qualifications, the educator is taken to hold an approved ECT qualification when they complete the course.



- If immediately before 1 January 2012, the recognition, registration, accreditation or qualification as an ECT as written above was subject to any restrictions imposed by or under an education law of a participating jurisdiction, the person is taken to be an ECT with the same restrictions.
- The educator was registered as a teacher under the Teachers Registration and Standards Act 2004 of South Australian and was employed to deliver a preschool program.
- In some cases, educators who were registered as teachers in other States or jurisdictions hold an approved qualification. These are listed in regulation 241 and on the national regulator's website www.acecqa.gov.au/qualifications.
- From 1 January 2014 to 1 January 2018, an educator who has completed at least 50% of a relevant qualification that would enable them to be qualified as an ECT and is actively working towards the completion of the qualification or holds an approved diploma level education and care qualification can be counted as an ECT.

Other Educators Qualifications:

First Aid Qualifications

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

Working with Children Check

- The approved provider of an education and care service must read or ensure that the nominated supervisor or certified supervisor in day to day charge of the centre has read a person's working with children check before the person is engaged or registered as a family day care educator or works as a volunteer at the centre. This doesn't apply if:
 - A Working With Children Check cannot be issued due to the individual's age and
 - The person cares or educates children at the centre only under the immediate supervision of an educator who has attained the age of 18 years and holds or is actively working towards a diploma level education and care qualification or
 - A person who is registered as a teacher under the Victorian Education and Training Reform Act 2006 and the approved provider or nominated in day to day charge of the centre has checked the relevant register to ensure the person is registered.
 - Further information is available at <http://www.justice.vic.gov.au/workingwithchildren/home/about+the+check/>

Source: Education and Care Services, National Regulations 2011, National Quality Standard, ACECQA

Date Implemented: 16/04/2012

Review Completed: 22/01/2017

Schedule for Review: 22/01/2018

National Quality Standard – NQS

Quality Area 4: Staffing Arrangements

4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing
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Quality Area 7: Leadership and Management

7.1.1	Appropriate Governance arrangements are in place to manage the service.
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Education and Care Service National Regulations

122	Educators must be working directly with children to be included in ratios
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123	Educator to child ratios—centre-based services
126	Centre-based services—general educator qualifications
130	Requirement for early childhood teacher—centre-based services—fewer than 25 approved places
131	Requirement for early childhood teacher—centre-based services—25 or more approved places but fewer than 25 children
132	Requirement for early childhood teacher— centre-based services—25 to 59 children
133	Requirement for early childhood teacher—centre-based services—60 to 80 children
134	Requirement for early childhood teacher—centre-based services—more than 80 children
135	Early childhood teacher illness or absence
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
241 242	Persons taken to hold an approved early childhood teaching qualification Persons taken to be early childhood teachers applies from 1.1.14 to 1.1.16 Applies to regs 130-134
243	Persons taken to hold an approved diploma level education and care qualification
244	Persons taken to hold an approved certificate III level education and care Qualification
245	Person taken to hold approved first aid qualification. Applies until 31.12.12 or qualification expires.
246	Anaphylaxis training
247	Asthma management training
355	Educator to child ratio—children over preschool age Applies to reg 123(1)(d)
356	Qualifications for educators—children over preschool age Applies to reg 126(2)
357	Educator to child ratio—children aged over 24 months but less than 36 months Applies to reg 123(1)(b)
358	Working with children check to be read
360	Educator to child ratios—children aged 36 months to preschool age Applies to reg 123(1)(C)until 31.12.15
361	General qualifications—centre-based service Applies to reg 126(1) until 31.12.15
362	Early childhood teacher in attendance—fewer than 60 children Regs 130-132 do not apply until 1.1.14.
363	Early childhood teacher in attendance—60 or more children Reg 133(1)(a) and (b)does not apply until 1.1.14 Reg 134(1)(a) and (b) does not apply until 1.1.20
364	Educational qualifications—centre-based services— saving of existing experience and qualification Applies to reg 126(1)(b)