

Our Centre aims to engage Educators and Nominated Supervisors who have the qualifications and experience to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children's health, safety, and wellbeing is protected at all times through providing appropriate and effective supervision according to legislated ratios and best practice. Our Educators, in collaboration with our Educational Leader, design and implement programs that support children's participation and engagement, interests, learning, and development.

Purpose

To ensure our centre adheres to the Education and Care Services National Regulations we employ educators who are suitably qualified, implement the required staffing requirements and adhere to regulated educator to child ratios.

Implementation

Our Centre will comply with the required educators to children ratios, taking into consideration qualification requirements and experience, in order to meet the Education and Care Services National Regulations.

Qualifications for Centre Based Services with Children Preschool Age or under

Our Centre will comply with the National Quality Framework and ensure 50 percent of Educators meet the relevant Diploma qualification requirement, or be actively working towards an approved diploma level education and care qualification.

All other educators are '*suitably qualified persons*' who are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.

'*Suitably qualified person*' definition:

ACECQA determines the following qualifications as requirements for a '*suitably qualified person*':

- An individual who is '*actively working towards*' an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification or holds an approved early childhood education and care diploma OR
- An individual who is registered (accredited in New South Wales) as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)

Actively '*Working Towards*' definition:

An Educator who is enrolled in a course for an approved Early Childhood qualification.

- The Educator is required to provide documentary evidence of their course, training plan and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements.
- Our Centre will communicate with the Educator's RTO to ensure the Educator successfully completes their qualification.
- We will support the Educator in completing their qualification through mentoring and assistance.

Early Childhood Teacher

An Early Childhood Teacher (ECT) is a person with an approved early childhood teaching qualification in accordance with ACECQA Qualification List. A record must be kept containing the period the early childhood teacher is working directly with children.

- Our Centre will comply and will engage and have access to an Early Childhood Teacher based on the number and age of children attending the Centre.
- Our Centre will employ a second early childhood teacher or alternatively a '*suitably qualified person*' when 60 or more children preschool age or under on a given day, are being educated and cared for.



- If an early childhood teacher is absent due to short term illness or leave, the following persons can be taken to be the ECT:
 - a person who holds a primary teaching qualification
 - a person who holds an approved diploma level qualification (this applied for up to 60 days in a 12 month period only)

Educational Leader

The Educational Leader has an influential role in inspiring, motivating, affirming, and challenging or extending the practice and pedagogy of Educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work Educators do with children and families.

- The Approved Provider will nominate a qualified and experienced Educator to take on the Educational Leader role and responsibilities.
- The Educational Leader will keep a record about how they mentor and guide Educators of the Centre to ensure continuous improvement.
- The Educational Leader will guide Educators to provide a compliant and rich program.

Nominated Supervisor

The Nominated Supervisor is a suitable person who is placed in day-to-day charge of an approved Centre. Nominated Supervisors have a range of responsibilities under the National Law and Regulations including programming, supervision and safety of children, entry to and exit from the premises, food and beverage, administration of medication, excursions, staffing, sleep, and rest.

- The Nominated Supervisor is responsible for the day-to-day management of the Centre, ensuring compliance with the National Law, Regulations and National Standards.
- The Nominated Supervisor will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities.
- The Nominated Supervisor will ensure the Centre program is reflective of the approved learning framework, incorporate the children's developmental needs, interests, and experiences, and consider the individual differences and needs of each child.
- The Nominated Supervisor will adhere to Centre policies ensuring a safe and healthy environment is provided.

Responsible Person

A Responsible Person is required to be physically present at the Centre at all times that children are being educated and cared for. The Responsible Person will be the Approved Provider, or a person with management or control placed in day-to-day charge of the Centre. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- Our Centre will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our Centre **will clearly communicate the Responsible Person on duty with families, educators, staff and visitors by displaying this information in the foyer or reception area.**
- The Responsible Person will adhere to Centre policies and procedures and maintain a safe and healthy environment for children.
- The Responsible Person will always act with professionalism when dealing with children, educators, visitors, and families.
- All Responsible Persons will accept the role to ensure they have a clear understanding about their role and responsibilities.

Approved First Aid Qualifications

- The Nominated Supervisor is required to ensure at least one staff member one holds current qualifications for first aid, anaphylaxis management and emergency asthma management training.



- The Nominated Supervisor must ensure at least one staff member one be in attendance at any place children are being educated and cared for by the Centre and be immediately available in an emergency and hold the mandatory qualifications for:
 - An ACECQA approved first aid qualification and
 - Anaphylaxis management and
 - Emergency asthma management training.
- Services must have staff with current approved qualifications on duty at all times and be immediately available in an emergency.
- It is the staff and educator's responsibility to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training certificates and provide the Centre with a copy of the certificate. Staff and educators must ensure they participate in training prior to the expiration date on their certificates.

Working with Children Check

A Working with Children Check (WWCC) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working with Children Check is either a clearance to work with children for three years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

- To comply with National Regulations for those undertaking paid or voluntary child-related work all employees of the Centre will acquire a Working with Children Check.
- Management will keep a record of the expiry date of the Working With Children Check for all staff.
- Management will ensure the Working With Children Checks are verified before Nominated Supervisors or Responsible Persons are engaged at the Centre.

Staff Record

- Approved Centres must keep information about the Nominated Supervisor, Educational Leader, Staff, Volunteers, Students, and the Responsible Person at the Centre.
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check.
- Details regarding staff PRODA registrations will be kept in each staff record, including RA number and evidence of fit and proper checks
- All Staff, Educators, Students, Volunteers, and Visitors are required to sign in and out each day.

Adequate Supervision:

Adequate supervision is a consideration for any part of the Centre premises where children are educated and cared for, and is part of every educator's Duty of Care. Educators are required to ensure that children are in sight and/or hearing at all times, demonstrating that the best interest of children is being provided for. This includes toileting, sleep, rest, nappy changing, and transition routines.

- **Our** Centre will comply with educator to child ratios outlined in National Legislation and National Quality Standard.
- Educators are required to adhere to the Centre's *Supervision Policy* and floor plan to maintain effective supervision
- Educators will always be able to observe each child, respond to individual needs and attend to children as necessary
- Educators will adjust their level of supervision depending on the area of the Centre and the skills, age, dynamics, and size of the group of children being supervised
- When supervising outdoors, educators will position themselves so as to be able to see as much of the play area as possible
- Where there are water activities or high-risk experiences, educators will ensure close supervision is maintained
- Infants and toddlers who are sleeping in cot rooms will be closely monitored and checked/inspected every 10 minutes to assess their breathing and the colour of their skin



- Older children will be adequately supervised whilst sleeping or resting
- Children will be supervised when hand washing and during toileting/nappy change times
- Educators are required to adhere to the Centre's *Supervision Policy* and floor plan to maintain effective supervision.
- Educators will communicate with other staff and educators about their supervision points, offer advice and support to ensure children's safety is of the highest priority at all times.
- Supervising educators will give their complete attention to the children and not perform other duties or tasks.
- Unless briefly discussing child or Centre concerns, educators will not congregate together either inside or outside.
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Working directly with children

National Regulations state that an Educator cannot be included in calculating the Educator to child ratio of a Centre based Service unless the Educator is working directly with children. A record must be kept of Educators working directly with children which includes the name of each Educator and hours each Educator works directly with children being educated and cared for by the Centre.

- To ensure compliance with regulations, we will only include Educators in the educator to child ratio who are working directly with the children and ensure a current roster is available to verify this.
- The approved provider must ensure that a record is kept indicating the period of time an early childhood teacher and each suitably qualified person is working directly with children

Rosters

- Our Centre will ensure the roster and routine provides adequate supervision of children at all times.
- Rosters will be created to ensure the children receive continuity of care of care to support children's development of secure relationships and contribute to their wellbeing.
- Where possible, casual staff will be chosen from a pool of regular Educators with whom the children are familiar.

Volunteers and Students

- At no time will volunteers and/or students be left alone with a child or group of children, or be included in the educator to child ratio.
- All Volunteers and Students will be inducted into the Centre to ensure they adhere to the Centre policies and procedures.

Privacy

- Educators will adhere to the Centre's privacy and confidentiality policy and Privacy Law in relation to children and their families, or matters relating to the Centre and will at no time take part in inappropriate or unlawful conversations or discussions.
- The Nominated Supervisor will ensure that students and volunteers are made aware of the Centres privacy and confidentiality policy and Privacy Law during their initial induction.
- All staff, educators, volunteers and students are provided with information about the ECA Code of Ethics.

Staff Recruitment

Our Centre will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position.

All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.



All potential staff are subject to a valid Working With Children Card (WWCC) and appropriate qualifications. Valid first aid, asthma and anaphylaxis management or food safety qualification may also be required.

All new staff will undergo a probation period of three (3) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.

Staff induction includes provision of the Centre's policies and procedures, code of conduct, Child Safe Standards, child protection, Work Health and Safety guidelines, behaviour guidance, centre routines, human resource documentation, physical environment, communication with families processes, Family Assistance Law, administration of Child Care Subsidy and introduction to senior staff members and/or mentor.

Educator to Child Ratios

Our centre will meet the minimum child ratio requirements as stated below

| STATE | AGE | EDUCATOR TO CHILD RATIO |
|-------|--|---------------------------|
| VIC | Birth to 24 months | 1 Educator to 4 Children |
| | Over 24 months and less than 36 months | 1 Educator to 4 Children |
| | Over 36 months of age or over (not including children over pre-school age) | 1 Educator to 11 Children |

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

Date Implemented: 16/04/2012

Review Completed: 11/3/2012

Schedule for Review: 11/3/2022

Authorised by COM: Nov 2020

| National Quality Standard – NQS | | |
|---|---|---|
| Quality Area 4: Staffing Arrangements | | |
| 4.1 | Staffing arrangements | Staffing arrangements enhance children's learning and development. |
| 4.1.1 | Organisation of Educators | The organisation of Educators across the Service supports children's learning and development. |
| 4.1.2 | Continuity of staff | Every effort is made for children to experience continuity of Educators at the Service. |
| 4.2 | Professionalism | Management, Educators and staff are collaborative, respectful and ethical. |
| 4.2.1 | Professional collaboration | Management, Educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills. |
| 4.2.2 | Professional Standards | Professional standards guide practice, interactions and relationships. |
| Education and Care Service National Regulations | | |
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| 122 | Educators must be working directly with children to be included in ratios | |
| 123 | Educator to child ratios—centre-based services | |
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| 130 | Requirement for early childhood teacher—centre-based services—fewer than 25 approved places | |



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| 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 |
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| 145 | Staff Record |
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| 148 | Educational Leader |
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| 240 | Centre based services in remote and very remote areas – qualifications for educators |
| 241 | Persons taken to hold an approved early childhood teaching qualification |
| 242 | Persons taken to be early childhood teachers |
| 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 |
| 372 | Educator to child ratio—pre-kindergarten program or kindergarten program provided by a school |
| 373 | Early childhood teachers—pre-kindergarten program or kindergarten program provided by a school |
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