

STAFFING ARRANGEMENTS POLICY

Our Outside School Hours Care (OSHC) Service aims to provide 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 developmentally appropriate programs that support children’s participation and engagement, interests and learning.

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 SERVICES NATIONAL REGULATIONS	
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10	Meaning of <i>actively working towards</i> a qualification
35	Notice of addition of new nominated supervisor
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RELATED POLICIES

CCS Personnel Policy	Performance Management Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Child Protection Policy	Professional Development Policy
Child Safe Environment Policy	Responsible Person Policy
Dealing with Complaints Policy	Recruitment Policy
Emergency and Evacuation Policy	Safe Transportation Policy
Excursion/Incursion Policy	Rest Policy
Governance Policy	Supervision Policy
Incident, Injury, Trauma and Illness Policy	Student and Volunteer Policy

PURPOSE

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to staffing arrangements (Regulation 168) and take reasonable steps to ensure those policies and procedures are followed. (ACEQA 2021). To ensure our OSHC Service adheres to the Education and Care Service National Regulation we employ educators and staff in compliance with any state specific qualifications and experience and adhere to regulated educator and child ratios.

SCOPE

This policy applies to Management, Approved Provider, Nominated Supervisor, Responsible Persons and educators of the OSHC Service.

IMPLEMENTATION

Our OSHC Service will comply with the required educators to child ratios and take into consideration any qualification requirements and experience for educators at centre-based services in order to meet National Regulations and Standards.

ACTIVELY WORKING TOWARDS DEFINITION

An educator who is enrolled in a course for an [ACECQA approved diploma level or higher 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 as 'suitably qualified persons.'
- Our OSHC Service 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.
- Our OSHC Service will ensure records are kept detailing staff who are actively working towards an early childhood qualification, including evidence of satisfactory progress. (See: Record-Actively working towards qualification)

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 accept the position, in writing
- The Educational Leader will keep a record about how they mentor and guide educators of the Service to ensure continuous improvement
- The Educational Leader will guide educators to provide a range of learning experiences that cater for the needs and interests of children through play and leisure opportunities

- The Educational Leader will maintain evidence about the development of the learning program and the alignment to the *My Time, Our Place* framework.

NOMINATED SUPERVISOR

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day charge of an approved Service. 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 and staffing.

The Approved Provider will display the name of the Nominated Supervisor in a place that is clearly visible to staff, educators, families and visitors.

The Approved Provider must provide sufficient evidence and information to demonstrate compliance to the Regulatory Authority of the suitability of this person as Nominated Supervisor and notify the Regulatory Authority at least seven days prior to the Nominated Supervisor or as soon as practicable (not more than 14 days).

- The Nominated Supervisor must be 18 years of older
- The Nominated Supervisor must have successfully completed Child Protection training
- The Nominated Supervisor must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law)
- The Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, Regulations, National Standards and Family Assistance Law.
- 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 Service 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 Service policies ensuring a safe and healthy environment is provided.

RESPONSIBLE PERSON

A Responsible Person is required to be physically present at the OSHC Service at all times that children are being educated and cared for. The Responsible Person can be the Approved Provider, or a person with management or control placed in day-to-day charge of the Service. 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 OSHC Service will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our OSHC Service 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 Service 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, families and volunteers.
- The Responsible Person must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).

APPROVED FIRST AID QUALIFICATIONS

- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid, anaphylaxis management and emergency asthma management training.
- The Approved Provider must ensure at least one staff member, or one Nominated Supervisor be in attendance at any place children are being educated and cared for by the Service and be immediately available in an emergency and hold the mandatory qualifications for:
 - an ACECQA approved first aid qualification
 - anaphylaxis management and
 - emergency asthma management training.

(Approved qualifications are published on the ACECQA website)

- 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 Service 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 /CLEARANCE

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 WWCC is either a clearance to work with children for **five years (NSW & Vic. SA)**, **three years (WA, QLD, TAS, & ACT)**, or **two years (NT)**, 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 OSHC Service will acquire a Working with Children Check.
- Management will verify all Working With Children Checks to ensure the children are protected before any staff, educators, students and volunteers are engaged at the Service
- Management will keep a record of the expiry date of the Working With Children Check for all staff, volunteers and students .
- Management will ensure any notifications or concerns regarding a person’s Working With Children Check are recorded and steps taken immediately to ensure the person is not working directly with children in accordance with directions from the.

STAFF RECORD

Approved Services must keep information about the Nominated Supervisor, Educational Leader, staff, volunteers, students, and the Responsible Person at the Service including name, address, date of birth, evidence of qualifications (including evidence of working towards qualifications), evidence of approved training (including Child Protection)

- Details must include evidence of staff working directly with children, qualifications, training and valid 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
- Immunisation status may be recorded as part of the staff record
- Details of Teacher registration (if applicable)
- Details of the Educational Leader
- Details of Responsible Person
- Details of Nominated Supervisor

ADEQUATE SUPERVISION

Adequate supervision is a consideration for any part of the OSHC Service premises where children are educated and cared for and is part of every educator’s Duty of Care. Supervision is an active practice to help protect children from harm or hazards. Educators are required to ensure children are in sight and/or hearing at all times, demonstrating that the best interest of children is being provided for.

- Our Service will comply with educator to child ratios outlined in National Legislation and National Quality Framework

- Educators will be required to adhere to the Service's *Supervision Policy* and maintain effective supervision
- Educators will balance supervision and children's growing need to privacy and autonomy
- Educators will adjust their level of supervision depending on the area of the Service and the skills, age, dynamics, and size of the group of children being supervised
- Educators will respond to individual needs and attend to children as necessary
- Children will be supervised whilst sleeping or resting after school
- 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
- When supervising outdoors or when children are engaged in risky play, educators will position themselves to ensure high visibility and accessibility to these areas and experiences
- Educators will supervise children during the transition between school and the OSHC Service
- Supervision during times of transportation to and from the OSHC service will ensure the educator to child ratio is adhered to at all times
- Adequate supervision will be provided when children are being transported. Consideration will be made depending on risk assessments, number, age and ability of children, visibility of children, each child's current activity. (See: *Safe Transportation Policy*)
- Unless briefly discussing child or Service concerns, educators will not congregate together either inside or outside
- Educators will interact with children where pedagogically appropriate whilst supervising
- Supervising educators will give their complete attention to the children and not perform other duties or tasks.

ROSTERS

- Our OSHC Service will ensure the roster and routine provides adequate supervision of children at all times.
- Consideration will be made to engage educators to maintain continuity 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

- The Approved Provider/Nominated Supervisor will ensure that volunteers and students meet any requirements for Working With Children Checks/Clearance.
- At no time will volunteers and/or students be left alone with a child or group of children

- The *Student and Volunteer Application form* will document the name, address and date of birth of volunteers and students
- The *Student and Volunteer Application form* and *Visitor Sign In/Out Record* will document the date and hours the student/volunteer attended the service
- All Volunteers and Students will be inducted into the OSHC Service to ensure they adhere to the Service policies and procedures, Statement of Philosophy and Code of Conduct. Induction will ensure volunteers and students are aware of how to manage medical conditions and to respond to a child in case of illness, injury or suffers trauma, awareness of privacy laws (including social media, photography) and behaviour guidance procedures.

PRIVACY

- Educators will adhere to the Service's *Privacy and Confidentiality Policy* and Privacy Law in relation to children and their families, or matters relating to the Service 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 Services 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.
- All staff and educators will be made aware of Child Information Sharing Schemes (CISS) and Family Violence Information Sharing Schemes (FVSS)

STAFF EMPLOYED UNDER 18 YEARS OF AGE

Our OSHC Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times by an educator who is over 18 years of age.

STAFF RECRUITMENT

Our OSHC Service 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 Police Checks, maintenance of a valid Working With Children Check/Clearance (WWCC) and appropriate qualification. 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 Service's policies and procedures, code of conduct, Child Safe Standards, child protection, work, health and safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, communication with families' processes, Family Assistance Law, administration of Child Care Subsidy, Child Information Sharing Schemes and introduction to senior staff members and/or mentor.

POLICIES AND PROCEDURES

Our OSHC Service will ensure a copy of the Policies and Procedures are available to all staff at all times, either electronically or in hard copy. The Approved Provider will ensure steps are taken to ensure staff follow policies and procedures through the following practices:

- new staff members are to read key policies and procedures during the induction process
- policy review is to be conducted during staff meetings to support staff understanding and adherence
- staff meeting minutes will record evidence of policies and procedures reviewed with staff
- policy review will be systematic and occur on a regular basis to support regular review and maintenance of policies and procedures
- staff are requested to provide feedback following policy reviews
- policy review will be conducted following updates to legislation or regulation amendments or following an incident or complaint
- the *Staff Policy Acknowledgement Form* is completed for each staff member
- performance reviews and improvements plans will be linked to policies and procedures
- checklists and audits will be used to identify any practices inconsistent with policies and procedures
- the *Performance Management Policy* outlines procedures for dealing with non-compliance of policies
- Performance improvement plans reflect expectations of behaviours required from staff linked to policies and procedures

EDUCATOR TO CHILD RATIOS

Age	State	Educator to Child Ratio																
Over Pre-School Age	NT, QLD, SA, TAS, VIC, NSW	1 :15																
	ACT	1 :11																
	WA A service must have 1 qualified educator for the first 10 children- a second educator (not required to be qualified) is then required from the time the service has between 11-26 children.	1:10 anytime a child who attends Kindy is in attendance. If NO preschool child attending session-	<table border="1"> <thead> <tr> <th>No. Children</th> <th>Qualified Educator</th> <th>Number Educator</th> </tr> </thead> <tbody> <tr> <td>1-10</td> <td>1</td> <td>1</td> </tr> <tr> <td>11-26</td> <td>1</td> <td>2</td> </tr> <tr> <td>26-39</td> <td>1</td> <td>3</td> </tr> <tr> <td>40-52</td> <td>2</td> <td>4</td> </tr> </tbody> </table>	No. Children	Qualified Educator	Number Educator	1-10	1	1	11-26	1	2	26-39	1	3	40-52	2	4
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1-10			1	1														
11-26			1	2														
26-39	1	3																
40-52	2	4																

CONTINUOUS IMPROVEMENT

Our *Staffing Arrangements Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILD CARE CENTRE DESKTOP- RELATED RESOURCES

Code of Conduct Staff Acknowledgement Policy Acknowledgement Form Responsible Person Offer and Acceptance Form Nominated Supervisor Offer and Acceptance Form	Record actively working towards qualification Form Student and Volunteer Application Form Visitor sign in/out Record
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SOURCE

Australian Children's Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Staffing Guidelines*.
 Department of the Officer of the Privacy Commissioner: www.privacy.gov.au
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018). (Amended 2023).
 Education and Care Services National Regulations. (2011). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Office of the Children's Guardian: <https://ocg.nsw.gov.au/working-children-check>

QLD Government. Department of Education. Early Childhood Education and Care. Ensuring staff follow policies and procedures <https://earlychildhood.qld.gov.au/legislation-and-guidelines/policy-and-procedure-guidance/ensuring-staff-follow-policies-and-procedures>

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	[DATE]
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	V10.06.23		
MODIFICATIONS	<ul style="list-style-type: none"> Actively working towards qualification section added National Regulations reviewed Minor formatting edits 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
FEBRUARY 2023	<ul style="list-style-type: none"> minor formatting edits within text Policy and Procedures section added removal of mandatory COVID-19 vaccination requirement hyperlinks checked and repaired as required Continuous Improvement section added Childcare Centre Desktop Resource section added 	FEBRUARY 2024	
MAY 2022	<ul style="list-style-type: none"> Educator/child ratio for WA amended in line with Regulation 369 	FEBRUARY 2023	
FEBRUARY 2022	<ul style="list-style-type: none"> Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) Additional information re: COVID-19 vaccination requirements for each state/territory. Services to delete information that is not relevant to their service. Checked and updated links used within policy Updated Related Policies 	FEBRUARY 2023	
FEBRUARY 2021	<ul style="list-style-type: none"> Minor edits addition to reference of Child Safe Standards Probation period amended to 3 months to align with Recruitment Policy 	FEBRUARY 2021	
OCTOBER 2020	<ul style="list-style-type: none"> adequate supervision for transportation added 	FEBRUARY 2021	

	<ul style="list-style-type: none"> • additional section on recruitment and probation periods • educator to child ratios amended 	
FEBRUARY 2020	<ul style="list-style-type: none"> • Educator qualification requirements amended • Educator to children ratios amended • Information about supervision condensed to avoid repetition • Revision of approved first aid qualifications 	FEBRUARY 2021
FEBRUARY 2019	New policy created	FEBRUARY 2020