STAFFING ARRANGEMENTS POLICY

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1 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. |

2 National Regulations

Regulations numbered 240 and higher are state or transitional regulations

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Applies to reg 126

Applies to regs 130-134

Applies to reg 123 until 31.12.13

Applies to reg 123 until 31.12.13

Applies to reg 126 until 1.1.14

Applies to reg 272 until 1.1.13 or expiry of approval
3 Aim
To ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies
Excursion Policy (CHI-ADM-POL-024)
Transportation Policy (CHI-ADM-POL-060)
Child Protection Policy (CHI-ADM-POL-009)
Educator and Management Policy (CHI-ADM-POL-017)
National Quality Framework Policy (CHI-ADM-POL-040)

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 not to any other duties.
   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 certified supervisor 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 climbing frames as often as
possible.

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 through McArthur Children’s Services.

7 Supervision of Services

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. a certified supervisor who is in charge of the daily running of the service.

ii. a nominated supervisor

iii. an approved provider

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 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.

7.4 The name of the responsible person is clearly displayed in the main entrance of the
service.

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 1
educator to 4 children.
ii. For children aged over 24 months but less than 36 months the educator to child ratio will be 1 educator to 8 children. From 1 January 2016, the educator to child ratio will be 1 educator to 5 children.

iii. For children aged over 36 months and less than 6 years the educator to child ratio will be 1 educator to 10 children.

iv. 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 9 children in the next age bracket, one of the 9 children can be allocated to the educator caring for the younger children. This leaves 8 children for the educator in the older age bracket to care for, and this meets the ratio requirements (until 31 December 2015). Ratio requirements must always be met for younger children before allocating educators to older age brackets.

v. When an early childhood teacher (ECT) is required to be in attendance at the service as per the licensed places of our service, that teacher will be counted as an educator at the service for the purposes of this regulation.

8.2 However with regards to supervision at UOW Pulse Ltd Children’s Services, the following educator to child ratios are followed to deliver high quality child care.

i. For children aged from birth to 24 months the educator to child ratio will be 1 educator to 4 children.

ii. For children aged over 24 months but less than 36 months the educator to child ratio will be 1 educator to 6 children.

iii. For children aged over 36 months and less than 6 years the educator to child ratio will be 1 educator to 8 children.

By 1 January 2014:

i. 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.

ii. 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. However, 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 Approved Provider as they were immediately before 1 January 2012 can be included in the educator to child ratios.

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 Diploma Qualification

9.1 A person is taken to hold an approved Diploma level education and care qualification if:
   i. They hold an approved qualification as published on http://www.acecqa.gov.au/home/
   ii. 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.

10 Approved Certificate III Qualification

10.1 A person is taken to hold an approved Certificate III level education and care qualification if:
   i. Was recognised under the former education and care services law of any participating jurisdiction as certificate III level educator or
   ii. They hold an approved qualification or former qualification as published on http://www.acecqa.gov.au/qualifications/ or
   iii. 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.
   iii. Was employed in a service at any time from 1 January 2010 to 1 January 2012 and met the requirements of Regulation 52 (2) of the Children’s Services Regulation 2004 which required primary contact staff members caring for children under 2 to have a Child Care Certificate, a certificate of Child Care Studies, an Associate Diploma of Social Science (Child Studies) from TAFE, a Diploma of Community Services (Children’s Services) from a registered training organisation or another approved qualification.

11 Early Childhood Teacher (ECT)

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. 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.

11.4 Approved ECT Qualifications:
   i. An approved qualification that is published on http://www.acecqa.gov.au/home/
ii. The educator holds a qualification that is published in the list of former qualifications on http://www.acecqa.gov.au/home/. 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 service as an ECT.

iii. 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

iv. 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/home/ 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.

v. 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.

vi. In some cases, educators who were registered as teachers in other states of jurisdictions hold an approved qualification. These are listed in regulations 241 and on the national regulator’s website http://www.acecqa.gov.au/

vii. From 1 January 2014 to 1 January 2016, 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 and holds an approved diploma level education and care qualification can be counted as an ECT.

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 Certified Supervisors will have successfully completed 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. Some exemptions apply.

(Under new WWCC provisions which commenced 15 June 2013, new employees must apply for a WWCC. Current employees do not need to apply for a new WWCC until 2017.)

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.

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.

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.

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

14 Review
The policy will be reviewed every 2 years. Review will be conducted by:
- Management, Employees, Families, Interested Parties

15 Version Control Table

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<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>Updated to reflect new Working With Children Check Information, ratios and qualifications as per Centre Support Update</td>
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