

STAFFING ARRANGEMENTS POLICY

Our 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 programs that support children’s participation and engagement, interests, learning, and development.

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	
4 (1)	Definitions
115	Premises designed to facilitate supervision
117A	Placing a person in day-to-day charge

117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
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RELATED POLICIES

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Supervision Policy Privacy and Confidentiality Policy	In-Service and Staff Development Policy Responsible Person Policy Student and Volunteer Policy Grievance Policy
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PURPOSE

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 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.

There are no national qualification requirements for educators at centre-based services for school age children including Out of School Hours Care Services, however some states and territories may have specific requirements.

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 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, staffing, sleep and rest.

- 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.
- The Nominated Supervisor must be 18 years of older
- The Nominated Supervisor must have successfully completed Child Protection training
- The Nominated Supervisor is responsible for the day-to-day management of the Service, 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 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 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 Service will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our 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.

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.

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

A Working With Children Check 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 five years (NSW & Vic.), 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 Service will acquire a Working with Children Check.
- Management will verify all Working With Children Checks to ensure the children are protected.
- 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 Service.

Staff Record

- Approved Services must keep information about the Nominated Supervisor, Educational Leader, staff, volunteers, students, and the Responsible Person at the Service.
- Details must include evidence of staff working directly with children, qualifications, training and valid Working with Children Check.
- 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 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 Standard.
- 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.
- 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.

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 Service.

- 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 and sign on/sign off records are available to verify this.
- Volunteers can be included as educators when counting ratios. (NSW)
- Educators who are under 18 years of age can be included in ratios however they must be adequately supervised by an educator over the age of 18 at all times.

Rosters

- Our 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

- At no time will volunteers and/or students be left alone with a child or group of children.
- All Volunteers and Students will be inducted into the Service to ensure they adhere to the Service policies and procedures and Statement of Philosophy.

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.

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	1 : 13 Children (or 1:10 if kindergarten children are in attendance)

SOURCE:

Australian Children’s Education & Care Quality Authority. (2014).

Department of the Officer of the Privacy Commissioner: www.privacy.gov.au

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Regulations. (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (2020)

Guide to the National Quality Framework. (2018).

Office of the Children’s Guardian: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Revised National Quality Standard. (2018).