**STAFFING ARRANGEMENTS 2022**

#### Purpose

Wattle Grove Long Day Care Centre aim is to provide at least the required minimum qualified staff in the education and care service to ensure the safety, health and wellbeing of all children, supervision requirements and to meet the requirements of the Education and Care Services National Regulations.

**Strategies**

Our service will maintain compliance to the following:

* 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.
* Our service will ensure that any educator that is under eighteen years of age does not work alone at the service and is supervised at all times by an educator who is over eighteen.

Our service will maintain compliance to the following in relation to the everyday practicalities of service’s operations:

* Educators’ 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.
* Students and volunteers will never be left alone with a child or a group of children.
* A Nominated Supervisor or responsible person will be on the premises at all times when children are being educated or cared for.
* 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 Approved Provider or 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.
* 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 Service, 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.
* Rosters will be designed and implemented to ensure that children receive continuity of care.
* Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators.
* Staff will have their own individual sign in and out sheet which will record sick, annual leave, rostered days off etc.

**Educator to Child Ratios**

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| --- | --- |
| For children aged from birth to 24 months | 1:4 |
| For children aged over 24 months but less than 36 months | 1:5 |
| For children aged over 36 months and less than 6 years | 1:10 |
| For school aged children in OSHC/Vacation Care | 1:15 |

**Early Childhood Teacher Ratios**

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| --- | --- |
| 1 Early Childhood Teacher in attendance | 30-39 Children |
| 2 Early Childhood Teachers in attendance | 40-59 Children |
| 3 Early Childhood Teachers in attendance | 60-79 Children |
| 4 Early Childhood Teachers in attendance | 80 or more Children |
| If the approved number of places for children at the service is fewer than 25, the service must have access to an ECT who is working with the service for at least 20% of the time that the service provides education and care. This may be conducted by means of information communication technology and may be calculated on a quarterly basis | |

#### Responsibilities of the Approved Provider

Ensure that ratios are maintained at all times and this includes lunch breaks, programming and study time for all educators.

A replacement is needed to ensure that all staff get a lunch break as to maintain ratios during rest periods.

#### Responsibilities of the Nominated Supervisor

Ensure that ratios are maintained at all times and this includes lunch breaks, programming and study time for all educators.

A replacement is needed to ensure that all staff get a lunch break as to maintain ratios during rest periods.

The following will be implemented by in regards to other staff’s qualifications by January 1st 2014:

* At least 50% of educators who work directly with children and are thus included in our educator to child ratios must have or be actively working towards an approved Diploma level education and care qualification.
* All other educators who work directly with children and are thus included in our educator to child ratios must have or be actively working towards an approved Certificate III level education and care qualification. However, the following exceptions apply:
  + 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 the scheme commencement day and continues to be employed by the same Approved Provider as they were immediately before the scheme commencement date are to be considered in the educator to child ratios.
  + If an ECT is required to be in attendance at the service, this ECT is counted as meeting the Diploma or higher qualification as outlined above.

#### Responsibilities of the Educators

**Child Protection**

* The service’s Nominated Supervisor and Responsible Persons and all permanent educators will have successfully completed a course in child protection that is approved by the NSW Regulatory Authority.

**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:
  + At least one educator who holds a current approved first aid qualification.
  + Our service endevours to ensure all permanent educators hold an approved and full first aid certificate.

**An educator is taken to hold an approved first aid qualification if they meet the following:**

* If immediately prior to the 1st of January 2012 a person held a first aid qualification or had completed first aid training that met the requirements under former education and care services laws of a participating jurisdiction.
* Holds an ACECQA approved qualification

**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.
* If immediately prior to the 1st January 2012 the service was not required to have an educator present with anaphylaxis management training under previously education and care service laws, the service will implement this by 1st January 2013.

#### Responsibilities of the Families

#### Definitions, Terms & Abbreviations

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| **Term**  ECT  ACECQA | **Meaning**  Early Childhood Teacher  Australian Children’s Education and Care Quality Authority |
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#### Related Statutory Obligations & Considerations

**Australian Children’s Education and Care Quality Authority (ACECQA)** http://www.acecqa.gov.au/

**Department of Education** - http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care

**Early Years Learning Framework (EYLF)** - http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\_being\_and\_becoming\_the\_early\_years\_learning\_framework\_for\_australia.pdf **Education and Care Services National Regulations 2011**

http://www.legislation.nsw.gov.au/#/view/regulation/2011/653

**National Quality Framework (NQF)** - http://acecqa.gov.au/national-quality-framework/

**United Nations Convention on the rights of the child -** https://www.unicef.org.au/

#### Related Telephone Numbers

* Early Childhood Directorate – 1800 619 113

#### Amendment History

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| --- | --- | --- |
| **Version** | **Amendment** | **Short Description** |
| Previous | LDC reviewed staffing policy  Adaptation of ACA policies | May 2018  October 2020 |

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

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| --- | --- |
| Date: | October 2020 |
| Version: | 01/2020 |
| Last Amended By: | Julia Koti |
| Next Review: | October 2022 |
| Position: | Approved Provider/Director |