

STAFFING ARRANGEMENTS POLICY

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1 NQS

QA4	4.1.1	The organisation of educators across the service supports children's learning and development.
QA7	7.1.2	Appropriate Governance arrangements are in place to manage the service.
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

2 National Regulations

Regulations numbered 240 and higher are state or transitional regulations

Reg	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—centre-based services
	126	Centre-based services—general educator qualifications
	130	Requirement for early childhood teacher—centre-based services—fewer than 25 approved places
	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
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	135	Early childhood teacher illness or absence
	136	First aid qualifications
	150	Responsible person
	151	Record of educators working directly with children
	173(2)(c)	Offence not to clearly display name of responsible person in the main entrance
	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
	271	Educator to child ratios—children aged 36 months or more but less than 6 years Applies to reg 123
	272	Early childhood teachers—children preschool age or under Applies to regs 131-134
	278	Qualifications for primary contact educators

3 Aim

To ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators and that our staffing arrangements support the smooth running of the service.

4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Excursion Policy (CHI-ADM-POL-024)

Transportation Policy (CHI-ADM-POL-060)

Child Wellbeing Policy (CHI-ADM-POL-009)

5 Who is affected by this Policy?

Children, Families, Educators, Management

6 Implementation

- 6.1 Our service will maintain compliance with the following:
- i. The Approved Provider 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 with 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 follow the centre's supervision plan.
 - iii. At no time will school based trainees, students or volunteers be included in the ratio of adults supervising children.
 - iv. No person, including staff, students, visitors and volunteers will be left alone with a child or a group of children.
 - v. A nominated supervisor or responsible person 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 compromised, any educators on a meal-break must be prepared to return to duty to supply adequate supervision. Additional educators are also employed to cover educator break times.
 - viii. The Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
 - ix. When supervising, educators should position themselves to see as much of the play area as possible.
 - x. One educator should be positioned close to any experience that is identified as being high risk.
 - xi. Any water activity should be closely supervised by one educator at all times and all water is to be tipped out and packed away when this educator moves away.
 - xii. Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together.
 - xiii. When children are resting or sleeping they will be closely supervised and breathing checks administered in line with our Sleep, Rest and Relaxation Policy.
 - 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.

7 Supervision of Services and Responsible persons

- 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. an approved provider
 - ii. a nominated supervisor
 - iii. a suitably qualified and experienced delegated responsible person who is in charge of the daily running of the service.
- 7.2 In order to be considered a Responsible person, or to be a Nominated Supervisor with UoW Pulse, the staff member must have Child Protection training.
- 7.3 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.
- 7.4 Unless notified otherwise the responsible person each morning will be the Diploma qualified educator who is on the earliest shift. This will remain in place until the centre Director arrives. Unless notified otherwise, the responsible person each afternoon will be the Diploma trained educator who is on the latest shift. This will begin when the Director leaves.
- 7.5 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.
- 7.6 The name of the responsible person is clearly displayed in the main entrance of the service and will be recorded in the staff sign in and out book.

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 a minimum of 1 educator to 4 children.
 - ii. For children aged over 24 months but less than 36 months the educator to child ratio will be a minimum of 1 educator to 5 children.
 - iii. For children aged over 36 months and less than 6 years the educator to child ratio will be a minimum of 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.
 - v. When an early childhood teacher (ECT) is required to be in attendance at the service as per the approved places of our service, that teacher will be counted as an educator at the service for the purposes of this regulation.

- vii. At least 50% of educators who work directly with children must have or be actively working towards an approved Diploma level education and care qualification.
- viii. All other educators who work directly with children must have or be actively working towards an approved Certificate III level education and care qualification.
- 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 Educator ratios relating to excursions

9.1 This policy sets out the minimum ratios to be adhered too during excursions conducted by UoW Pulse Children’s Services.

Variations to this policy may need to occur once risk assessments are conducted, for example to include excursions that involve busy roads or water hazards. Centre Directors should specify if they believe that lower ratios (that is, more educators: children) are required based on risk assessments when they are approving excursions.

Any variation to this policy that require higher ratios (that is, less educators: children) needs approval from the Children’s Services Manager.

Children: aged 3-5 years

1 staff member to 4 children	1:4
1 parent/other adult to 3 children	1:3
1 parent with sibling to 2 children	1:2

Children: aged 0-3 years

1 staff member to 2 children	1:2
1 parent/other adult to 2 children	1:2

10 Educator signing in and out

- 9.1 All educators will sign in and out when they arrive and leave the service.
- 9.2 All educators will sign on and off the floor each time they begin to work directly with children, or when they are moving away from working directly with children.

11 Meeting Qualification Requirements

- 10.1 To determine if a person meets the requirements of a particular qualification (Cert III, Diploma or ECT), we will refer directly to the list of approved qualification on the ACECQA website: <http://www.acecqa.gov.au/home/>
- 10.2 All ECT’s must provide evidence of their Teacher Accreditation certification on employment and on an ongoing basis in order to maintain their employment.

12 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. One ECT must be in attendance at all times that the service is educating and caring for over 29 children preschool aged or under.
 - ii. 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.

While the above will meet the regulatory requirements, *UoW Pulse Children's Services* will, aim to have additional ECT's present in our services at all times.

13 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 Responsible Persons will have successfully completed a course in child protection that is approved by the NSW Regulatory Authority.
 - iii. All other educators will be encouraged to also complete 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.
- 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.

While the above will meet the regulatory requirements, all educators at UoW Pulse Children's Services are required to hold 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.

While the above will meet the regulatory requirements, all educators at UoW Pulse Children's Services are required to undertake anaphylaxis management training.

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.

While the above will meet the regulatory requirements, all educators at UoW Pulse Children's Services are required to undertake asthma management training.

14 Students and Volunteers in our centres

14.1 For students and volunteers present in our centres the following records must be maintained:

- i. the full name, address and date of birth of each student or volunteer who participates in the centre-based service.
- ii. a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

14.2 We will provide students and volunteers information to support their time in our services. Refer to form 68 –*Student / Volunteer Information Sheet* and Form 69 *Staff, Students and Volunteers details form*.

14.3 When Kids Uni staff are undertaking further study and are required to complete a practicum experience, we will accommodate this when possible within the following parameters:

- the practicum must be discussed, planned and approved by the centre Director well in advance of the start date, including consideration of any impact on the service (eg. Need to meet with visiting supervisors).
- we encourage our staff to complete at least 2 weeks of their practicum work in a service outside of Kids Uni in order to gain broad perspectives and experiences as part of their study. Kids Uni staff will need to plan to take annual leave to accommodate this when they enrol to undertake further study.

- the practicum must not impact the staff members ability to fulfil their required duties as a Kids Uni staff member.

15 Visitors in our centres

All visitors must sign in on arrival and must never be left alone with children.

16 Sources

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

17 Review

The policy will be reviewed every 3 years. Review will be conducted by:

- Management, Employees, Families, Interested Parties

18 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Supervision Policy.
3	Sep2013	Sep 2014	Michele Fowler Manager – Kids Uni	Updated to reflect new Working With Children Check Information, ratios and qualifications as per Centre Support Update
4	Dec 2014	Dec 2016	Michele Fowler Manager – Kids Uni	Reviewed and no changes required
5	Jul 2018	Jul 2020	K.Grose – Children's Services Manager	Removed transitional regs requirements. Updated responsible persons information. Updated Students and volunteers information.
6	Nov 2018	Nov 2021	K.Grose – Children's Services Manager	Introduced specified ratios for excursions.
7	Aug 2019	Aug 2022	K.Grose – Children's Services Manager	Updated form references for student and volunteers Updated training requirements for Nominated Supervisors and Responsible persons.
8	November 2019	Aug 2022	Nicole Bray – Director Kids Uni iC	Updated to reflect name change to Kids Uni iC. Also removed 8.1.v regarding ratios for school aged children.
9	Sept 2022	Sept 2025	K.Grose – Children's Services Manager	Updated reference to the number of ECT's employed by UOW Pulse to reflect our current practice. Added clause about Kids Uni staff undertaking practicum experiences within Kids Uni centres.