

ST JOSEPH'S PRESCHOOL

STAFFING ARRANGEMENTS POLICY



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Policy Statement

We are committed to meeting our regulatory requirements in regard to staffing. Professional standards guide our practices. Our responsible person ensures that the service is effectively supervised and managed and that volunteers and students are provided with the necessary training and support.

Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to staffing arrangements.

NQS

QA4	4.1.1	Organisation of educators - The organisation of educators across the service supports children's learning and development
QA7	7.1.3	Roles and Responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

National Law

Section	5	Definitions (nominated supervisor consent in writing)
	56	Notice of change to nominated supervisor
	56A	Notice of change of a nominated supervisor's name or contact details
	161	Offence to operate education and care service without nominated supervisor
	161A	Offence for nominated supervisor not to meet prescribed minimum requirements
	162	Offence to operate education and care service unless responsible person is present
	162A	Persons in day-to-day charge and nominated supervisors to have child protection training
	165	Offence to inadequately supervise children
	166	Offence to use inappropriate discipline
	167	Offence relating to protection of children from harms and hazards
	168	Offence relating to required programs
	169	Offence relating to staffing arrangements
	170	Offence relating to unauthorised persons on education and care service premises
	172	Offence to fail to display prescribed information
	173	Offence to fail to notify certain circumstances to Regulatory Authority
	174	Offence to fail to notify certain information to Regulatory Authority
	175	Offence relating to requirements to keep enrolment and other documents



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National Regulations

Regulations numbered 240 and higher are state or transitional regulations

Reg	10	Meaning of actively working towards qualification
	35	Notice of addition of ne nominated supervisor
	77	Health, hygiene and safe food practices
	78	Food and beverages
	81	Sleep and rest
	82	Tobacco, drug and alcohol environment
	83	Staff members and family day care educators no to be affected by alcohol or drugs
	84	Awareness of child protection law
	85	Incident, injury, trauma and illness policies and procedures
	90	Medical conditions policy
	93	Administration of medication
	94	Exception to authorisation of medication
	95	Procedure for administration of medication
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation of excursions
	102B	Transport risk assessment must be conducted before service transports child
	102C	Conduct of risk assessment for transporting of children by the education and care service
	102D	Authorisation for service to transport children
	117A	Placing a person in day to day charge
	177B	Minimum Requirements for a person in day to day charge
	117C	Minimum Requirements for a Nominated Supervisor
	118	Educational Leader
	120	Educators who are under 18 to be supervised
	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—centre-based services
	125	Application of Division 4
	126	Centre-based services—general educator qualifications
	129	Requirements for educators who are early childhood teachers
	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
	133	Requirement for early childhood teacher—centre-based services—60 to 80 children
	134	Requirement for early childhood teacher—centre-based services—more than 80 children
	135	Early childhood teacher illness or absence



136	First aid qualifications
145	Staff record
146	Nominated supervisor
147	Staff members
148	Educational leader
149	Volunteers and students
150	Staff record must include name of responsible person at service each time children being educated and cared for by the service.
155	Interactions with children
156	Relationships in groups
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
173	Prescribed information to be displayed
241	Persons taken to hold an approved early childhood teaching qualification
242	Persons taken to be early childhood teachers applies until 31.12.23
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
324	Early childhood teachers—preschools Applies to reg 126
325A	Educator to child ratios during short absence of educators
332	Early childhood teacher—60 or more but fewer than 80 children
333	Early childhood teacher in attendance—more than 80 children
333A	Resignation of ECT or suitably qualified person applies until 31.12.23

Related Policies

- Child Protection Policy
- Continuity of Education and Care Policy
- Educator and Management Policy
- Excursion Policy
- Governance Policy

Supervision

Children’s safety and wellbeing is taken very seriously at the Service. All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods throughout the day when children may, for example, be changing rooms or groups, moving between outdoor and indoor environments, arriving or leaving the service, leaving or returning from excursions, washing their hands, or using the toilet.



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To achieve this outcome educators will be alert, aware and in sight and sound of all children for whom they are responsible. Educators supervising outdoors must position themselves to see as much of the play area as possible, and follow any playground supervision plans if relevant. They will also actively engage with children and not stand back and watch. Educators working directly with children must focus on the children and not other duties/activities. They will not group together in the outdoor environment except for brief, necessary discussions regarding the children.

In particular, children will be supervised:

- when resting or sleeping
- during hand washing and/or toilet times
- while undergoing toilet training (they will not be left unsupervised in the bathroom)
- at the table when eating/drinking (children will not be allowed to wander around with food or drinks)
- in any areas where risk is increased
- during any water activity (at least one educator close at all times)

Movement in the Caritas Centre

Educators will ensure children only move outside of the preschool area if they are accompanied by an educator. Where the educator needs to return to another group of children, they will hand over responsibility for supervising the children to the new educator by speaking with them and getting an acknowledgement from them that the children are now their responsibility. Children will move between floors using the stairs, and will only use the lifts where it is not practical or safe to use the stairs (such as children in wheelchairs, aggressive intruder in stairwell). At no time will children be allowed to use the stairs or lifts without adult supervision.

To ensure all children are accounted for during transitions between environments or rooms, the Director will ensure a copy of the daily sign in sheet or similar record is used to check that all children under educators' supervision have made the transition.

There may also be times when minimum ratio requirements are not sufficient to ensure children are adequately supervised. On these occasions the Nominated Supervisor will assess the situation and when necessary to take steps to ensure there are extra adults present to ensure children's health, safety and wellbeing.

Issues affecting the adequacy of supervision include:

- the number, ages and abilities of children
- the number and positioning of educators
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these area
- risks in the environment and experiences provided to children
- the educators' knowledge of each child and each group of children



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- the experience, knowledge and skill of each educator.

Educators will ensure team members know when they leave the room or area, or finish their shift, and are aware of any particular issues that may require additional supervision of children. They will do this verbally and there must be acknowledgement by the other educator prior to leaving the environment. The register of educators working with children will be completed if the educator is leaving for any length of time (see attached template).

To further ensure children are always adequately supervised the Nominated Supervisor will ensure:

- only educators working directly with children are included in the educator to child ratio
- students, volunteers and any educator under eighteen years is supervised at all times by an educator
- no child is ever left alone with a visitor/ unauthorised person
- they promote continuity of care when organising rosters and a regular pool of relief educators
- any educators on a meal-break in the Service return to duty to supply adequate supervision in any emergency situation where adequate supervision of children is threatened. Relief staff requirements will be reviewed if educators begin to be regularly recalled

Responsible Person

A responsible person is:

- an approved provider
- a nominated supervisor
- a person who is in day to day charge of the service.

The Approved Provider, Nominated Supervisor and Person in Day to Day Charge will ensure there is always a “responsible person” present at all times when caring for and educating children, and their name and position is clearly displayed in the main entrance of the Service.

Compliance with National Law and Regulations

The Approved Provider will ensure the Service complies with the National Law and Regulations in the following areas:

- The appointment of the Nominated Supervisor and Person in Day to Day Charge
- Educator to child ratios including, but not limited to, the following requirements
 - For all preschool aged children over 36 months, 1 educator to 11 children.
 - The numbers of children do not include children being cared for in an emergency for no more than two consecutive days the service operates



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- Services will not be in breach of ratio requirements while an educator is on a short absence if the educator is absent for 30 minutes or less in total per day and is immediately available to attend to children during each absence
- The appointment of an Educational Leader to lead the development and implementation of the educational program.
- That minimum Early Childhood Teachers requirements are met.
- That First Aid Qualifications requirements are met, including:
 - holds a current approved first aid qualification
 - has undertaken current approved anaphylaxis management training and
 - has undertaken current approved emergency asthma management training.
- That Child Protection requirements are met.
- All employees, volunteers and students employed or engaged from 1 July 2019 have a not prohibited Working with Children Check (WWCC) obtained from the Department of Human Services (DHS) Screening Unit unless they are exempt.

Sources

- Education and Care Services National Law and Regulations
National Quality Standard
- Children's Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019
- Family Assistance Law
Working with Children Check Information Kit Department of Human Services

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties