

Staffing Arrangements Policy

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.

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—centrebased services—fewer than 25 approved places
	131	Requirement for early childhood teacher—centrebased 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
	150	Staff record must include name of responsible person at service each time children being educated and cared for by the service.
	173(2)(c)	Offence not to clearly display name of responsible person in the main entrance
	240	Qualifications for educators—centre-based service applies until 31.12.15 Applies to reg 126
	241	Persons taken to hold an approved early childhood teaching qualification
	242	Persons taken to be early childhood teachers applies from 1.1.14 to 1.1.16 Applies to regs 130-134
	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
	245	Person taken to hold approved first aid qualification. Applies until 31.12.12 or qualification expires.
	246	Anaphylaxis training
	247	Asthma management training
	320	Educator to child ratios—children over preschool age Applies to reg 123
	321	General qualification requirements for educators—children over preschool age Applies to reg 126
	322	Educator to child ratios—preschools other than disadvantaged preschools Applies to reg 123(1)(c) until 1.1.16
	323	Educator to child ratios—preschool children at an education and care service Applies to reg 123
	324	Early childhood teachers—preschools Applies to reg 126
	326	Educator to child ratios—Children aged over 24 months but less than 36 months Applies to reg 123 until 31.12.15
	327	Educator to child ratios—preschool aged children Applies to reg 123 until 31.12.15

328	Qualifications for educators—centre-based services other than preschools Applies until 31.12.13
329	Qualifications for other educators—preschools Applies to reg 126(1)(b) until 31.12.13
330	Early childhood teacher—fewer than 25 children Regs 130-132 do not apply until 1.1.14
331	Early childhood teacher—25 to 59 children Regs 130-132 do not apply until 1.1.14
332	Early childhood teacher—60 or more but fewer than 80 children Reg 133(1)(a) do not apply until 1.1.14 Reg 133(1)(b) do not apply until 1.1.20
333	Early childhood teacher in attendance—more than 80 children Reg 134(1)(a) does not apply until 1.1.14

Aim

To ensure that our education and care service is at all times compliant in relation to staff/child ratios and qualified educators.

Related Policies

Excursion Policy

Transportation policy

Child Protection Policy

Continuity of Education and Care Policy

Educator and Management Policy

National Quality Framework Policy

Who is affected by this policy?

Children

Families

Educators

Management

Implementation

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.
- We will only include educators in the educators to child ratio who are working directly with the children.

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.
- A nominated supervisor or certified supervisor will be on the premises at all times when children are being educated or cared for.
- 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.
- Students and volunteers will never be left alone with a child or a group of children.
- 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.
- One educator should be positioned close to the climbing frame as often 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 Centre, 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.
- No child is to be left unattended at the table when eating.
- 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 staff.

Supervision of Services

Services must have at least one “responsible person” present at all times when caring for and educating children. A responsible person is:

- an approved provider
- a nominated supervisor
- a certified supervisor who is in charge of the daily running of the service.

If more than one person at the Service is a “responsible person”, services will develop a roster to ensure at least one is present whenever children are present.

The name of the responsible person will be clearly displayed in the main entrance of the service.

Educator to Child Ratios

Our educator to child ratios will always meet the minimum requirements as stated below:

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

- Until December 31st 2015 the educator to child ratios below apply to a centre-based service for children over 24 months to 36 months of age.
 - For the first 8 children, 1 educator to 8 children.
 - For any additional children, 1 educator to 10 children
- After this date, for children aged over 24 months but less than 36 months the educator to child ratio will be 1 educator to 5 children.
- For all children aged over 36 months and less than 6 years the educator to child ratio will be 1 educator to 10 children.
- Until 31st December 2015, for a preschool, the educator to child ratio for preschool aged children attending a preschool is 1 educator to 13 children.
- From 1st January 2016, for preschools other than disadvantaged preschools the educator to child ratio for preschool aged children is 1 educator to 10 children.
 - Disadvantaged preschools are taken to mean the following:
 - A preschool that is provided on a school site by a registered non-government school or is a government preschool.
 - A preschool that is ranked as Category 1 for disadvantage under the South Australian Department of Education and Children's Services Category Ranking Policy.
- 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.
- 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.
- If the service is required to have access to an ECT for a period of time as per the licensed places, the ECT must be added to the minimum number of educators required for that service for that period.
- If the service is a preschool program in a school in a class or classes where a full-time education program is also being delivered, educator ratio and qualification requirements do not apply.

Qualified Educators

The below applies to Preschools:

- At least 50% of educators who are required to meet relevant educator to child ratios for the service must have or be actively working towards at least an approved diploma level education and care qualification.
- From the 1st January 2014, all other educators who are required to meet the relevant educator to child ratios for the service must have or be actively working towards at least an approved certificate III level education and care qualification.
- Prior to the 1st January 2014, educators under the age of 18 years will be required to hold or be actively working towards at least a certificate III level education and care qualification.

The below applies to all other centre-based services:

- Until 31st December 2013, for every 20 children aged 24 months or less at least 1 educator must hold an acceptable tertiary qualification in children's services or early childhood education.
- Until 31st December 2013, for every 35 children aged 24 months but less than 36 months, at least 1 educator must hold an acceptable tertiary qualification in children's services or early childhood education.

- Until 31st December 2013, for every 35 preschool aged children at least 1 educator must hold an acceptable tertiary qualification in children's services or early childhood education.
- Prior to the 1st January 2014, educators under the age of 18 years will be required to hold or be actively working towards at least a certificate III level education and care qualification.

For the purposes of these requirements, the following is taken to be an acceptable tertiary qualification:

- An approved early childhood teacher qualification.
- An approved diploma level education and care qualification
- A qualification as published in the list of former qualifications approved as early childhood teaching qualifications or diploma level education and care qualifications. This list can be found on <http://www.acecqa.gov.au/home/>

The following applies to preschools and centre-based services on and after the 1st January 2014:

- At least 50% of educators who are required to meet the relevant educator to child ratios for the service must have or be actively working towards at least an approved diploma level education and care qualification.
- All other educators who are required to meet the relevant educator to child ratios for the service must have or be actively working towards at least an approved certificate III level education and care qualification.

Early Childhood Teacher (ECT)

The below applies to Preschools:

- Until 1st January 2014, the first and third educators required to meet the educator to child ratio for preschool aged children in a preschool must be ECTs.
- On and after 1st January 2014, the first and second educators required to meet the educator to child ratio for preschool aged children in a government preschool (other than a prescribed preschool) must be ECTs.
- On and after 1st January 2014, the first and third educators required to meet the educator to child ratio for preschool aged children in a prescribed preschool must be ECTs.

For the purposes of the above, a prescribed preschool means:

- A preschool provided by a school on the site of a school.
- A rural preschool.
- A preschool with fewer than 16 children.

The below applies to all other centre-based services:

By January 1st 2014 the service will have implemented the following in regards to employing ECTs:

- For services licensed for fewer than 25 approved places:
 - The service must have an ECT working with the service for at least 20% of the time the service provides education and care.
 - In order to comply with this, the ECT may be working with the service by means of information communication technology.
 - This can be calculated on a quarterly basis.
 - For service licensed for 25 or more children but caring for fewer than 25 children, the service must meet the above during any period that it is educating fewer than 25

children. In line with this, any period that an ECT is in attendance at the service may be counted towards the 20% timing of the period of access for under 25 children.

- For services licensed for fewer more than 25 but fewer than 59 children on any given day:
 - The service must have an ECT in attendance for at least 6 hours on that day if the service operates 50 or more hours a week.
 - If the service operates for under 50 hours per week, for 60% of the time that the service is open on that day.
 - A service is not required to comply with this if the service employs a full time or full time equivalent ECT at the service.

- For services licensed for fewer more than 60 but fewer than 80 children on any given day:
 - By January 1st 2014, the service must have an ECT in attendance for at least 6 hours on that day if the service operates for 50 or more hours a week.
 - By January 1st 2014, if the service operates for under 50 hours per week and ECT must be in attendance for 60% of the time that the service is open on that day.
 - By January 1st 2020, the service must have a second ECT for at least 3 hours on that day if the service operates for 50 hours or more a week.
 - By January 1st 2020, If the service operates under 50 hours a week 30% of the time that the service is open on that day.
 - The service is not required to comply with this if the service employs a full-time or full-time equivalent ECT at the service and a second ECT for half of the full-time hours or half of the full-time equivalent hours.

- For services licensed for more than 80 children on any given day:
 - By January 1st 2014, the service must have an ECT in attendance for at least 6 hours on that day if the service operates 50 or more hours a week.
 - By January 1st 2014, if the service operates for under 50 hours per week the service must have an ECT in attendance for 60% of the time that the service is open on that day.
 - By January 1st 2020, the service must have a second ECT in attendance for at least 6 hours on that day if the service operates 50 or more hours a week.
 - By January 1st, 2020 the service must have a second ECT in attendance if the service operates for under 50 hours per week, for 60% of the time that the service is open on that day.
 - The service is not required to comply with this if the service employs a full-time or full-time equivalent ECT at the service and a second ECT for full-time hours or full-time equivalent hours.

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:

- A person with an approved Diploma level education and care service qualification may be taken as an ECT.
- A person who holds a qualification in primary teaching may be considered an ECT.
- If the period is over 12 weeks, the service will engage another ECT.

An Educator at our service is taken to hold an approved early childhood teaching qualification if they meet the following:

- The educator was recognised under the former education and care services law.
- The educator was recognised as an ECT for the purposes of a preschool funding program of any participating jurisdiction.
- The educator was registered or accredited as an ECT in accordance with the requirements of any participating jurisdiction. However, if immediately before the 1st January 2011 the person was registered or accredited as an ECT or equivalent on the basis that the person was working towards an ECT or equivalent the educator is not counted as an ECT.
- The educator held a qualification that is published on <http://www.acecqa.gov.au/home/>
- The educator was employed to deliver a pre-preparatory learning program within the meaning of the Education (General Provisions) Act 2006 of Queensland.
- The educator was registered as a teacher under the Teachers Registration and Standards Act 2004 of South Australian and was employed to deliver a preschool program.
- The educator was registered as a teacher under the Teachers Registration Act 2000 of Tasmania and was employed to deliver a preschool program at a school established or registered under the Education Act 1994 of Tasmania.
- If immediately before 1st January 2012, the educator was 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 under completion of the course.
- If immediately before the 1st 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.
- 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.

Other Educators Qualifications:

Child Protection

- The service's Nominated Supervisor and Certified Supervisors will have successfully completed a course in child protection that is approved by the SA 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.
- 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 approved qualification as published on <http://www.acecqa.gov.au/home/>

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.

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

Diploma Qualification

A person is taken to hold an approved Diploma level education and care qualification if immediately before 1st January 2012:

- Was recognised under the former education and care services law of any participating jurisdiction as a Diploma level educator.
- Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>

Certificate III Qualification

A person is taken to hold an approved Diploma level education and care qualification if immediately before 1st January 2012:

- Educators already employed in the education and care service at any time in the period beginning on and including the 1st of January 2010 and ending on the scheme commence date of those that have met the requirements of Regulation 52 (2) of the Children's Services Regulation 2004 of NSW is taken to hold an approved Certificate III education and care qualification.
- Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>

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 qualification as outlined above.

Approved Qualifications

For Educators who have previously completed qualifications, the service will conduct appropriate checks to ensure that the educator's qualifications are still in line with the requirements of the Education and Care Services National Regulations 2011. Checks can be conducted on <http://www.acecqa.gov.au/home/>

Sources

**Education and Care Services National Regulations 2011
National Quality Standard**

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: 11/7/2012

Date for next review: 11/7/2013