

# STAFFING ARRANGEMENTS POLICY



<b>Related Quality Area</b>	QA4: Staffing Arrangements
<b>Related Policies</b>	Code of Conduct Responsible Person Policy Student and Volunteer Policy In-Service and Staff Development Policy

## PURPOSE

To ensure the Nightcliff Family Centre (NFC, the Centre) adheres to the National Education and Care Service Regulation we employ educators and staff in compliance with qualifications and ratio requirements. NFC 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.

## SCOPE

This policy applies to staff, management, students, and volunteers at the Centre.

## IMPLEMENTATION

Our Centre will comply with the required number of educators to children, taking into consideration qualification requirements and experience to meet National Regulations and Standards.

## QUALIFICATIONS FOR CENTRE BASED SERVICES WITH CHILDREN PRESCHOOL AGE OR UNDER

NFC will comply with the National Quality Framework and ensure 50 percent of Educators meet the relevant Diploma qualification requirement or be actively working towards an approved diploma level education and care qualification.

All other Educators are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.

### Actively working towards' definition:

An Educator who is enrolled in a course for an approved Early Childhood qualification.

- The Educator is required to provide documentary evidence of their course, training plan and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements.
- Our Centre will communicate with the Educator's RTO to ensure the Educator successfully completes their qualification.
- We will support the Educator in completing their qualification through mentoring and assistance.

## STAFF RESPONSIBILITIES

### Early Childhood Teacher

An Early Childhood Teacher is a person with an approved early childhood teaching qualification in accordance with ACECQA. A record must be kept containing the period the early childhood teacher is working directly with children. Our Centre will comply and will engage and have access to an Early Childhood Teacher based on the number and age of children at the Centre.

### 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 compliant and rich program.

### 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 Centre. 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 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.
- In collaboration with the Early Childhood Teacher 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 Centre policies ensuring a safe and healthy environment is provided.

### Responsible Person

A Responsible Person is required to be physically present at the Centre at all times that children are being educated and cared for. The Responsible Person is the person with control in day-to-day charge of the Service 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.

- The Centre will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- The Centre will clearly communicate the Responsible Person on duty, which will be displayed in the foyer area for families, educators, staff, and visitors to see.
- 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, and families.

## Approved First Aid Qualifications

- Educators and Management are required to have an ACECQA approved first aid qualification, anaphylaxis management, and emergency asthma management training. Approved qualifications are published on the ACECQA website.
- It is the Staff and Educators responsibilities to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training certificates, providing 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.
- At all times, there must be at least one Staff member or Educator with an in-date CPR certificate physically present at the service at all times that children are being educated and cared for.

## 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 two years (NT), 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 Centre will acquire a Working with Children Check (Ochre Card).
- 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.

## Staff Record

- Approved Centres must keep information about the Nominated Supervisor, Educational Leader, Staff, Volunteers, Students, and the Responsible Person at the Centre.
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check.
- All Staff, Educators, Students, Volunteers, and Visitors are required to sign in and out each day.

## Supervision

Definition: Supervision refers to the action of supervising someone or something.

- Educators who are supervising children should ensure they are positioned where they can see as much of the environment as possible. Where there are water activities or high-risk experiences, close supervision is required.
- Infants and toddlers who are sleeping in cot rooms will be monitored and checked every 10 minutes.
- Older children will be supervised whilst sleeping or resting.
- Children will be supervised when hand washing and during toileting/nappy change times.
- Educators will interact with children where pedagogically appropriate whilst supervising.
- Supervising Educators will manage their responsibilities and prioritise (i.e. illness records and learning stories) in order to ensure adequate supervision and attend to the immediate needs of children.

## Adequate Supervision:

Adequate supervision is a consideration for any part of the Centre premises where children are educated and cared for and is part of every educator's Duty of Care. Educators are required to ensure that children are in sight and/or hearing at all times, demonstrating that the best interest of children is being provided for. This includes toileting, sleep, rest, nappy changing, and transition routines.

- Our Centre will comply with educator to child ratios outlined in National Legislation and National Quality Standard.
- Educators will always be able to observe each child, respond to individual needs and attend to children as necessary.
- 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 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 Educators will position themselves so as to be able to see as much of the play area as possible.
- Unless briefly discussing child or Centre concerns, educators will not congregate together either inside or outside.

### 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 is available to verify this.

### Rosters

NFC will ensure the roster and routine provides adequate supervision of children at all times. Rosters will be created to ensure the children receive continuity of care. 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, or be included in the educator to child ratio. All Volunteers and Students will be inducted into the Service to ensure they adhere to the Service policies and procedures.

Also see *Volunteer and Student Policy*.

### 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.

## EDUCATOR TO CHILD RATIOS

Our service will meet the minimum child ratio requirements as stated below

STATE	AGE	EDUCATOR TO CHILD RATIO
NT	Birth to 24 months	1 Educator to 4 Children
	Over 24 months and less than 36 months	1 Educator to 5 Children
	Over 36 months of age or over (not including children over pre-school age)	1 Educator to 11 Children

## REVIEW

POLICY REVIEWED	August 2021	NEXT REVIEW DATE	August 2023 (or in response to changes to National Regulations)
MODIFICATIONS	<ul style="list-style-type: none"><li>No Modifications</li></ul>		

**Reviewers note:** unsure about reviews between 2021 and 2025.

## REVIEW

POLICY REVIEWED	November 2025 Hannah West Judy Rondon	NEXT REVIEW DATE	November 2027 (or in response to changes to National Regulations)
MODIFICATIONS	<ul style="list-style-type: none"><li>Template, spelling, flow</li></ul>		