

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—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
	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
	298	Educator to child ratio—children over preschool age Applies to reg 123
	299	General qualification requirements for educators—children over preschool age Applies to reg 126
	300	Educator to child ratios—children aged 15 months to 24 months Applies to reg 123 until 31.3.12 or 31.12.17
	301	Educator to child ratios—children aged over 24 months to 13 years Applies to reg 123 until 31.12.15
	302	General qualifications for educators—centre-based services Applies to reg 126 until 31.12.13
	303	Early childhood teacher—fewer than 60 children Applies to Regs 130-132 which do not apply before 1.1.14

304	Early childhood teacher—60 or more children Applies to reg 133(1)(a) and 134(1)(a) which do not apply before 1.1.14 Applies to reg 133(1)(b) and 134(1)(b) which do not apply before 1.1.20
310	Educator to child ratios
311	Additional staff members or volunteers Applies to reg 310
312	Qualifications for educators Applies to reg 310
314	Educator to child ratios when educator or early childhood teacher on rest pause Applies until 31.12.19
315	Access to or attendance of early childhood teacher on rest pause Applies until 31.12.19
316	Educator to child ratios when educator or early childhood teacher absent for 5 minutes or less Applies until 31.12.19
317	Access to or attendance of early childhood teacher absent for 5 minutes or less Applies until 31.12.19

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:

- Educator's 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

Our service will 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", we 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, 1 educator to 4 children.

Until 31 December 2015

- for children aged more than 24 months but less than 36 months, 1 educator to 6 children.
- for children aged more than 30 months but less than 36 months, 1 educator to 8 children.
- for children aged at least 3 years but not more than 6 years, 1 educator to 12 children.
- for children aged at least 4 years but not more than 6 years, 1 educator to 13 children.
- for children aged at least 4 years but not more than 13 years, 1 educator to 12 children.

From 1 January 2016

- for children aged from birth to 24 months, 1 educator to 4 children
- for children aged over 24 months but less than 36 months, 1 educator to 5 children.
- for children aged over 36 months, 1 educator to 11 children.
- 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 is 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.

Educator Qualifications

The qualification requirements for educators at a centre-based service educating and caring for children preschool age or under are as follows:

Until 31 December 2013, centre-based service educating and caring for children preschool age and under must ensure that:

- The first of every 2 educators required to meet the relevant educator to child ratios must hold:
 - an approved diploma level education and care qualification or hold a relevant qualification. A list of relevant qualifications is published on <http://www.acecqa.gov.au/qualifications/> or
 - be actively working towards
 - a Certificate III or IV in an area of study applying to childcare workers under the Australian Qualifications Framework.
 - a 1 year qualification in early childhood or childcare studies.
 - a qualification that immediately prior to 1st January 2012 was approved under the Child Care Regulation 2003 of Queensland as an equivalent qualification.

- These qualification requirements do not apply if the educator is at least 18 years of age and holds any of the 3 qualifications bulleted in the previous point and has been engaged at the service for not more than 3 months.
- Any other educators required to meet the relevant educator to child ratio for the centre-based service must hold or be actively working towards :
 - an approved certificate III level education and care qualification.
 - an approved diploma level education and care qualification or equivalent.
 This requirement does not apply to an educator if the educator is at least 18 years and has been engaged at the education and care service for not more than 3 months.

From 1 of January 2014:

- 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.
- 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.
- If the service is required to have an Early Childhood Teacher in attendance, this teacher is to be counted as meeting the Diploma component mentioned above.

Approved Diploma Qualification

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

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

Approved Certificate III Qualification

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

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

Requirements for an Early Childhood Teacher (ECT)

By 1 January 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 fewer than 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 less than 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 1 January 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 or
 - 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 1 January 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 or
 - 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 1 January 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 or
 - If the service operates for less than 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 1 January 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.
 - If the service must have a second ECT in attendance if the service operates for less than 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.

Approved ECT qualifications:

- an approved qualification that is published on <http://www.acecqa.gov.au/qualifications/>
- The educator holds a qualification that is published in the list of former qualifications on <http://www.acecqa.gov.au/qualifications/>. The educator was recognised as an ECT under the former law of any participating jurisdiction, or for the purposes of a preschool funding program.
- The educator was registered as an ECT in accordance with the requirements of another jurisdiction. This does not apply if the educator was working towards an ECT qualification.
- If immediately before 1 January 2012, the educator was recognised as an ECT because they were enrolled in a course for a qualification that is published on <http://www.acecqa.gov.au/qualifications/> in the list of former qualifications approved as early childhood teacher qualifications, the educator is taken to hold an approved ECT qualification when they complete the course.
- If immediately before 1 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. T
- The educator was employed to deliver a pre-preparatory learning program within the meaning of the Education (General Provisions) Act 2006 of Queensland.
- In some cases, educators who were registered as teachers in other States or jurisdictions hold an approved qualification. These are listed in regulation 241 and on the national regulator's website www.acecqa.gov.au/qualifications.
- From 1 January 2014 to 1 January 2016, 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 or holds an approved diploma level education and care qualification can be counted as an ECT.

Other Educators Qualifications:

First Aid Qualifications

- The approved provider must ensure that at least one educator attending the service :
 - holds a current approved first aid qualification
 - has undertaken current approved anaphylaxis management training and
 - has undertaken current approved emergency asthma management training.
- An educator is taken to hold an approved first aid qualification or training if:
 - the educator holds an approved qualification or training as published on <http://www.acecqa.gov.au/qualifications/> or
- if immediately prior to the 1 of January 2012 a person held a first aid qualification or had completed first aid training that met the requirements under the former education and care services laws even if the qualification or training is not included in the list of approved qualification on the national regulator's website. In this case the educator is taken to hold the approved first aid qualification until the earlier of 31 December 2012 or the date the training or qualification would have needed to be renewed under the former law.
- If immediately prior to 1 January 2012 the education and care services law did not require that educators have anaphylaxis management training, the service will implement this by 1 January 2013.

- If immediately prior to 1 January 2012 the education and care services law did not require educators to have asthma management training, the service will implement this by 1 January 2013.

Child Protection

- 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.

Working With Children Check (Blue Card)

- The Approved Provider must ensure that the nominated supervisor has reviewed a person's blue card before the person is engaged as an educator or permitted to volunteer. Some exemptions apply. Further information is available at <http://www.ccypcg.qld.gov.au/bluecard/>

Sources

**Education and Care Services National Regulations 2011
National Quality Standard
Commission for Children and Young People and Child Guardian**

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Policy Updated: 10 July 2013

Approved by: _____
William F Kerwin
Chief Executive Officer
Croydon Shire Council

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