



STAFFING ARRANGEMENTS POLICY

POLICY STATEMENT

Clovelly out of School Care aims to employ Directors and Educators 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 always protected 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 engagement, interests, learning, and development. Our service will endorse the appropriate number of educators to children, taking into consideration qualification requirements and experience, which meet National Regulations and Standards.

PROCEDURE

Qualifications

- Clovelly out of School Care recognises the importance of qualifications or industry experience in order to deliver quality care in our service. We will aim to employ senior educators with relevant qualifications or encourage educators to work towards an approved level of education and care qualifications. The Nominated Supervisor will hold a diploma level qualification in education and care.

Actively working towards: Definition

- An Educator who is enrolled in a course for an approved qualification.
- The Educator is required to provide documentary evidence of their course and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements.
- We will support the educator in completing their qualification through mentoring and assistance.

Educational Leader

The Educational Leader has an influential role in inspiring, motivating, affirming and challenging or extending the practice and pedagogy of all 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 program.

Nominated Supervisor

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day management of an approved service. 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, and staffing.

- 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.
- The 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 of each child.
- The Nominated Supervisor will adhere to service policies ensuring a safe and healthy environment is provided.

Responsible Person in day to day charge

A Responsible Person is required to be physically present at the service at all times that children are being educated and cared for. The Responsible Person will be the Approved Provider, 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.

- COOSC will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our Service will clearly communicate the Responsible Person on duty, which will be for families, educators, staff and visitors.
- 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.
- It is the educators responsibilities to ensure they maintain up to date First Aid, Asthma, and Anaphylaxis Training, providing the service with the certificate of completion.

Working with Children Check

A Working with Children Check is a requirement for people who work or volunteer in child-related work. The result of a Working with Children Check is either a clearance to work with children for five years, 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 will acquire a Working with Children Check, which will be verified by the Service to protect the safety of children.
- The Nominated Supervisor will verify all Working with Children Checks to ensure the children are protected.
- The Director will keep a record of the expiry date of the Working with Children Check for all staff.



Staff Record

- Approved services must keep information about the Nominated Supervisor, Educational Leader, educators, volunteers, students and the Responsible Person at the service.
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check.
- All educators, students, volunteers and visitors are required to sign in and out each day.

Supervision

- Educators who are supervising children, should ensure they are positioned where they can see as much of the environment as possible.
- Educators are required to adhere to the service's supervision policy and floor plan to maintain effective supervision.
- Educators will interact with children where pedagogically appropriate whilst supervising.
- Supervising educators will give their complete attention to the children and not perform other duties or tasks.

Adequate Supervision

- Adequate supervision is a consideration for any part of the service 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 at all times, demonstrating the best interest of children is being provided.
- COOSC 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 educators about their supervision points, offer advice and aid to ensure children's safety is upheld 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 discussing child or service 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 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.

Rosters

- COOSC 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.

Volunteers and Students

- At no time will volunteers and 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.



Privacy

- Educators will adhere to the service's privacy and confidentiality policy and privacy law in relation to children or matters relating to the service and will at no time take part in inappropriate or unlawful conversations or discussions.

Educator to Child Ratios

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

Age	State	Educator to Child Ratio
<i>Over pre school</i>	<i>NSW</i>	<i>1 Educator to 15 Children</i>

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education and Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

ECA Code of Ethics.

National Quality Framework.

My Time, Our Place – The Framework for School Age Care in Australia

Office of the Children Guardian

Version number	Date effective	Description of amendment
4	April 2019	Changes to wording
5	April 2020	Changes to wording in accordance with the changes to the National Regulations

Considered and accepted by the Management Committee (representative) – S. Skelton

Considered and accepted by the staff (representative) – Katrina Thomas