

▲ STAFFING ARRANGEMENTS (VIC)

▲ NQS

Element 4.1: Staffing arrangements enhance children's learning and development

Element 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service

Element 7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

Education and Care Services National Regulations: 118, 120, 125-126, 129-135; 241-243

▲ PURPOSE

The purpose of this policy is to ensure that our education and care centre is at all times compliant in relation to staff/child ratios and qualified educators.

▲ POLICY

Our Centre will maintain compliance to the following:

- The Centre Director (Nominated Supervisor) or another Responsible Person will be placed in day- to -day charge and will be on the premises at all times when children are being educated or cared for, the Responsible Person will be identified in a prominent place for all visitors to see.
- FROEBEL will nominate a qualified and experienced educator, coordinator or another individual as the Centre's Educational Leader. This person is responsible to lead the development and implementation of the Centre's educational programs.
- FROEBEL will ensure that any educator that is under eighteen years of age does not work alone at the Centre and is always supervised by an educator who is over eighteen.
- We will only include educators in the educator to child ratio who are working directly with the children.
- The Centre Director will develop a fortnightly roster to ensure that a sufficient number of educators are available to adequately supervise children at all times.



- At no time will students or volunteers be included in the ratio of adults supervising children.
- 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.
- In any situation where, adequate supervision of children is threatened, any educators on a meal-break must be prepared to return to duty to ensure adequate supervision.
- 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 frames and equipment as at all times.
- 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 actively supervise and engage with children at all times.
- When children are resting or sleeping they will be adequately supervised.
- During hand washing and/or toilet times children will be adequately 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.
- Our Centre will, when possible and to the best of our ability, make use of a regular pool of casual educators.

EDUCATOR TO CHILD RATIOS

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

Age of Children	Educator to child Ratio
Birth to less than 36 months	1:4
Over 36 months up to and including preschool age	1:11



MIXED AGE RATIOS



1:4 Birth to less than 36 Months



1:11 Over 36 months up to and including preschool age.

- Educator to child ratios is calculated on the number of approved licensed places and based on the youngest child in care.
- The regulated ratio for each state must always be maintained.
- In mixed age grouping when there are less children in the younger age range, an older child can be included in the ratio as per the example above.

EDUCATOR TO CHILD RATIOS ON EXCURSIONS

- Educator to child ratios remain the same as centre-based ratios for excursions.
- If the risk assessment identifies the need for higher ratios, additional adults must be available to attend staff and children on the excursion.

EDUCATOR QUALIFICATIONS

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

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

APPROVED DIPLOMA QUALIFICATION

Under the National Quality Framework, a person is a **diploma qualified** educator if they:

- hold an approved diploma level qualification
- hold a former approved diploma level qualification completed before 1 January 2012.

APPROVED CERTIFICATE III QUALIFICATION



Under the National Quality Framework, a person is a **certificate III qualified** educator if they:

- hold an approved certificate III qualification
- hold a former approved certificate III level qualification completed before 1 January 2012

APPROVED EARLY CHILDHOOD TEACHER QUALIFICATION (ECT)

Under the National Quality Framework, centre-based services educating and caring for children preschool age and under must engage or have access to an early childhood teacher based on the number and age of children at the service.

You can be counted as an early childhood teacher if you:

- hold an approved early childhood teaching qualification
- hold a former approved early childhood teaching qualification that was commenced before 1 January 2012
- hold a qualification that ACECQA has determined to be an equivalent early childhood teacher qualification.

Qualifications can be checked here <https://www.acecqa.gov.au/qualifications/check>

All teachers employed or engaged in the role of an ECT in an early childhood and care service or Victorian Children's Centre must be registered with the Victorian Institute of Teachers <https://www.vit.vic.edu.au/registering-as-a-teacher/who-needs-to-be-registered>

REQUIREMENTS FOR EMPLOYING AN EARLY CHILDHOOD TEACHER (ECT) IN AN CENTRE BASED SERVICE

Centre-based services educating and caring for children preschool age and under must engage or have access to an early childhood teacher based on the number and age of children at the service.

A summary of the early childhood teacher requirements for centre-based services is set out below.

60-80 Children

The service must employ or engage a full-time or full time equivalent early childhood teacher or have an early childhood teacher in attendance for:

- 6 hours per day, when operating for 50 hours or more per week OR
- 60% of the time, when operating for less than 50 hours per week.

Additionally, from 2020, the service must employ a second early childhood teacher or suitably qualified person in attendance for:

- 3 hours per day, when operating for 50 hours or more per week
- OR
- 30% of the time, when operating for less than 50 hours per week

These requirements do not apply if the service has 60 to 80 approved places and employs or engages a full time or full time equivalent early childhood teacher at the



service, and employs or engages a second early childhood teacher or suitably qualified person for half the hours or full time equivalent hours at the service.

More than 80 Children

The service must employ or engage a full-time or full time equivalent early childhood teacher, or have an early childhood teacher in attendance for:

- 6 hours per day, when operating for 50 hours or more per week OR
- 60% of the time, when operating for less than 50 hours per week.

Additionally, from 2020, the service must employ a second early childhood teacher or suitably qualified person in attendance for:

- 6 hours per day, when operating for 50 hours or more per week

OR

- 60% of the time, when operating for less than 50 hours per week

These requirements do not apply if the service has more than 80 approved places, and employs or engages a full time or full time equivalent early childhood teacher at the service, and employs or engages a second full time or full time equivalent early childhood teacher or suitably qualified person at the service.

ADDITIONAL QUALIFICATIONS FOR EDUCATORS

Child Protection

- The Approved Provider of an education and care Centre 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.
- All FROEBEL Employees are to complete 'Protecting Children- Mandatory Reporting and Other Obligations for the Early Childhood Sector' By the Victorian State Government.

Working with Children Check and Police Check

All employees must have the required working with children check (WWWCC) and Current national Police Check (Not older than 6 months)

Both these documents are to be verified by the Centre Director and/ or Human Resources team at head office.

<https://www.workingwithchildren.vic.gov.au/about-the-check/when-you-need-a-check>

First Aid Qualifications

The Approved Provider must ensure that at least one educator attending the Centre:

- 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/>

▲ SOURCES AND FURTHER READING

- Education and Care Services National Regulations
- National Quality Standard
- Children's Services Regulations 2009
- Department of Justice Victoria
- Early Years Learning Framework

▲ ASSOCIATED POLICIES

- Administering First Aid and CPR
- Child Protection
- Child Safety and Wellbeing
- Determining the Responsible Person
- Excursions
- Governance
- Kindergarten Program

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

- **Last review:** 19.04.2022.
- **Next review:** 19.04.2024