

▲ STAFFING ARRANGEMENTS (NSW)

▲ 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
7.3 (2) 217 – 272, 290

▲ PURPOSE

The purpose of this policy is to ensure that our education and care service is 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 an appointed 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 weekly 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 supply 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/equipment as often as possible.
- Any water activity should always be closely supervised by one educator.
- Except for necessary discussions or concerns regarding children or matters relating to the Centre, educators will always actively and adequately supervise all children.
- 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, makes use of a regular pool of casual educators.

EDUCATOR TO CHILD RATIOS

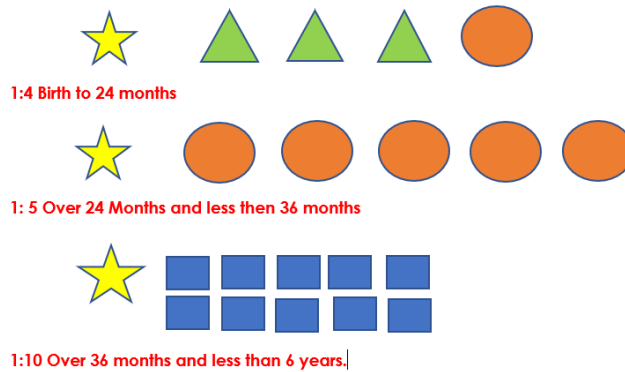
| Age of Children | Educator to child Ratio |
|--|-------------------------|
| Birth to 24 months | 1:4 |
| Over 24 months and less than 36 months | 1:5 |
| Over 36 months and less than 6 years | 1:10 |

MIXED AGE RATIOS

- Educator to child ratios are 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 below.



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.
- No educator is to take children on an excursion alone.

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 educators who work directly with children and are 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 included in our educator to child ratios must have or be actively working towards an approved **Certificate III level education and care qualification.**
- If an Early Childhood Teacher is required to be in attendance at the Centre, this ECT is counted as meeting the Diploma qualification as outlined 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 ACECQA approved lists

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

ACTIVELY WORKING TOWARDS

To be considered as actively working towards an approved **certificate III level** qualification you must provide documentary evidence from the course provider to FROEBEL, the approved provider, that you are:

- enrolled in the course and have started study;
- making satisfactory progress towards completing the course;
- meeting the requirements to maintain enrolment.

To be considered actively working towards an **approved diploma** level qualification you must satisfy all of the above and one of the following:

- hold an approved certificate III level qualification OR
- have completed the approved certificate III units OR
- have completed 30% of the units in an approved ECT qualification

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>

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.

25 – 59 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

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.

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 Centre's Nominated Supervisor and person (s) in day-to-day charge of the service must have successfully completed the child protection qualification that is approved by the NSW Regulatory Authority.
- All employees are to maintain current knowledge by ongoing re-resher training as per child protection and child well being policies.

Working with Children Check





FRÖBEL

Competence for Children

- All employees must have the required working with children check (WWCC) which must be verified by the Centre Director and/ or Human Resources team at head office.

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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 Regulation
- National Quality Standard
- Early Years Learning Framework

▲ ASSOCIATED POLICIES

- Administering First Aid and CPR
- Child Protection
- Child Safety and Wellbeing
- Child Safe Environments and Supervision
- Determining the Responsible Person
- Excursions
- Sleep and Rest

▲ 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:** 19.04.2023
- **Next review:** 19.04.2024