

Northside Christian College Outside School Hours Care

POLICY

Staffing Arrangement Policy

Issued by: Northside Christian College Outside School Hours Care

Issue Date: September 2019

Approved by: Next Steps Kindy Board and College Board

Location: OSHC Data Base

Review Date: September 2021

Reference

- *Excursions Policy*
- *Child Protection Policy*
- *Child Safe Environment Policy*
- *Child Risk Management Policy*
- Australian Government Department of Education and Training <https://www.education.gov.au/priority-filling-child-care-places>
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*
- *Staff, Volunteers and Students Policy*
- *A New Tax System (Family Assistance) Act 1999*

Purpose

To ensure that our education and care service is at all times compliant in relation to staff/child ratios and qualified educators.

Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

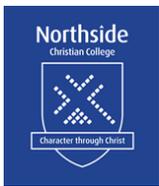
Policy Statement

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 person in day to day charge 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.



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- 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.
- 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.
- During hand washing and/or toilet times children will be supervised.
- 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.
- The Nominated Supervisor ensures all educators are familiar with current child protection law and its application to their work at the Service, and acutely aware of their responsibilities under this legislation.
- The Nominated Supervisor maintains a Staff Schedule (e.g. educational and other qualifications, and currency) and bases all rosters on this Sheet to ensure the Service's staffing arrangements comply with regulation at all times.
- All educators note their arrival and departure times.

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 person in day-to-day charge of the service

The name of the responsible person will be clearly displayed in the main entrance of the Service.

If the responsible person needs to change (for example the current person needs to leave the Service), he or she will “hand over” responsibility for the role to another eligible person at the Service.

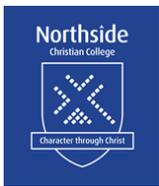
If more than one person at our service is a “responsible person”, we may develop a roster to rotate the role.

All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods throughout the day when children may, for example, moving between outdoor and indoor environments, arriving or leaving the service, leaving or returning from excursions, moving to meal areas, washing their hands, or using the toilet. To achieve these outcomes educators will be alert, aware and in sight and sound of all children for whom they are responsible. Educators will also actively engage with children.

There may also be times when minimum ratio requirements are not sufficient to ensure children are adequately supervised. On these occasions the Nominated Supervisor will assess the situation and when necessary ensure there are extra adults present to ensure children's health, safety and wellbeing.

Issues affecting the adequacy of supervision include:

- the number, ages and abilities of children
- the number and positioning of educators
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these areas
- risks in the environment and experiences provided to children



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- the educators' knowledge of each child and each group of children
- the experience, knowledge and skill of each educator.

Educators will ensure team members know when they leave the room or area, or finish their shift, and are aware of any particular issues that may require additional oversight of children. They will do this verbally and there must be acknowledgement by the other educator prior to leaving the environment.

Educator to Child Ratios

Our educator to child ratios will always meet the minimum requirements as stated below. Note the numbers of children referred to in this section does not include children being cared for in an emergency for no more than two consecutive days the service operates.

- for school aged children, 1 educator to 15 children

Rostering

This section is based on the Children's Services Award. Services subject to enterprise agreements should check the rostering requirements in the agreement.

The Approved Provider and Nominated Supervisor will comply with award requirements in relation to rostering. The Nominated Supervisor will:

- post or display a staff roster where it can be easily accessed by all employees
- discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of changes
- only change an employee's rostered hours if:
 - the employee agrees to the change or
 - they give the employee seven days notice

This does not apply in an emergency where there is an imminent or severe risk to people at the service or the service premises need to be locked down. An emergency does not include a parent being late to collect a child.

The Nominated Supervisor will adhere to the Service's Code of Conduct at all times while negotiating roster changes with staff.

Educator Qualifications

There are qualification requirements for educators working with children at an Outside School Hours Care service:

The qualifications on this list have been published in accordance with regulation 137(2)(c) of the Education and Care Services National Regulations. There is no national list of prescribed qualifications for educators working with children over preschool age. Each state and territory determines the qualification requirements for 'over preschool age' educators in their jurisdictions.

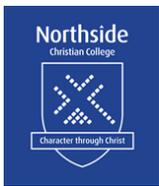
- <https://www.acecqa.gov.au/qualifications/requirements/working-with-school-age-children>

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 <http://www.acecqa.gov.au/qualifications/>
 - has undertaken current approved anaphylaxis management training and
 - has undertaken current approved emergency asthma management training.

If the service is situated within a school's grounds, the service will meet the first aid requirements if there is at least one school staff member in attendance and immediately available who holds a current first aid qualification and has completed current approved anaphylaxis and asthma management training.



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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 or Nominated Supervisor will ensure staff member, educators, volunteers and students have a blue card before working with children at the service. Some exemptions apply. Further information is available at <http://www.ccypcg.qld.gov.au/bluecard/>