



STAFFING ARRANGEMENTS POLICY – Part 2

Early Childhood Education & Care Specific

IMPLEMENTATION

The Langwarrin Community Centre will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements, and ensure all staff adhere to our Code of Conduct.

The Langwarrin Community Centre will comply with the National Quality Framework and ensure 50 percent of educators meet the relevant Diploma qualification requirement, or be actively working towards an approved diploma level education and care qualification. All other educators are '*suitably qualified persons*' who are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.

'SUITABLY QUALIFIED PERSON' DEFINITION:

ACECQA determines the following qualifications as requirements for a 'suitably qualified person':

- an individual who holds an approved qualification as listed on the ACECQA website that is approved by the National Authority or an individual who holds a qualification as approved by the National Authority

ACTIVELY WORKING TOWARDS DEFINITION:

An educator who is enrolled in a course for an approved Childhood qualification.

- The educator is required to provide documentary evidence of enrolment of the course, training plan and satisfactory progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements as '*suitably qualified persons*.'
- The Langwarrin Community Centre will communicate with the educator's RTO to ensure the educator successfully completes their qualification.
- We will support the educator in completing their qualification through mentoring and assistance.

NOMINATED SUPERVISOR

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day charge of an approved Service. The Approved Provider must provide sufficient evidence and



information to demonstrate compliance to the Regulatory Authority of the suitability of this person.

Nominated Supervisors have a range of responsibilities under the National Law and Regulations including, but not limited to, programming, supervision and safety of children, entry to and exit from the premises, food and beverage, administration of medication, excursions, staffing, sleep, and rest.

The Approved Provider will ensure a nominated supervisor is nominated for the Service and display the name of the Nominated Supervisor in a place that is clearly visible to staff, educators, families and visitors.

The Approved Provider will notify the regulatory authority at least seven days prior to the Nominated Supervisor starting or as soon as practicable (not more than 14 days) after the nominated supervisor has commenced employment in the position). The approved provider will ensure the regulatory authority is notified if the nominated supervisor ceases employment at the service, is removed from the role or withdraws consent to the nomination.

The approved provider will ensure the nominated supervisors meets the following requirements:

- The Nominated Supervisor must be 18 years of older.
- The Nominated Supervisor must have successfully completed Child Protection training and be aware of mandatory reporting obligations.
- The Nominated Supervisor must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).
- The nominated supervisor has adequate knowledge and understanding of the provision of education and care to children and has the ability to effectively supervise and manage an education and care Service (Reg. 117C)
- The Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, National Regulations, National Quality Standards and Family Assistance Law.
- 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 and needs of each child.
- The Nominated Supervisor will adhere to the Langwarrin Community Centre policies ensuring a safe and healthy environment is provided.



RESPONSIBLE PERSON

A Responsible Person is required to be physically present at the Langwarrin Community Centre at all times that children are being educated and cared for. The Responsible Person can be the Approved Provider, or a person with management or control placed in day-to-day charge of the Service. The Langwarrin Community Centre will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.

The approved provider or nominated supervisor will ensure any persons nominated as a responsible person placed in day-to-day charge are at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service (Reg. 117B)

- The Langwarrin Community Centre will clearly communicate the Responsible Person on duty with families, educators, staff and visitors by displaying this information in the foyer or reception area.
- The Responsible Person will adhere to the Langwarrin Community Centre's 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.
- All Responsible Persons will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities.
- The Responsible Person must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).
- The responsible person must have successfully completed Child Protection training and be aware of mandatory reporting obligations. (Reg. 84).

APPROVED FIRST AID QUALIFICATIONS

- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid (including cardio-pulmonary resuscitation), anaphylaxis management and emergency asthma management training.
- The Approved Provider must ensure at least one staff member, or one Nominated Supervisor be in attendance at any place children are being educated and cared for by the Service and be immediately available in an emergency and hold the mandatory qualifications for:
 - an ACECQA approved first aid qualification (including cardio-pulmonary resuscitation) and
 - anaphylaxis management training and
 - emergency asthma management training.

(Approved qualifications are published on the ACECQA website)



- The Langwarrin Community Centre requires all permanent educators to have current approved qualifications (unless management approved exemption), and be immediately available in an emergency.
- It is the staff and educator's responsibility to ensure they maintain current First Aid, (including cardio-pulmonary resuscitation) Asthma, and Anaphylaxis Training qualifications and provide the Langwarrin Community Centre with a copy of the certificate. Staff and educators must ensure they participate in training prior to the expiration date on their certificates.
- Approved first aid qualifications and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months.

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. Supervision is an active practice to help protect children from harm or hazards. Educators are required to ensure that children are in sight and/or within hearing at all times, demonstrating that the best interest of children is being provided for. This includes toileting, sleep, rest, nappy changing, transition routines and whenever the service provides or arranges transport for children as part of the service.

- The Langwarrin Community Centre will comply with educator to child ratios outlined in National Legislation and National Quality Framework.
- Educators are required to adhere to the Langwarrin Community Centre's *Supervision Policy* and floor plan to maintain effective supervision.
- 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.
- When supervising outdoors, educators will position themselves so as to be able to see as much of the play area as possible.
- Outdoor play environments are planned and educators are positioned to ensure effective supervision is maintained whilst children are transitioning between indoor/outdoor learning environments and accessing toilets
- Where there are water activities or high-risk experiences, educators will ensure close supervision is maintained.
- An educator will be in sight and hearing of a sleeping child at all times to provide continuous supervision



- Infants and toddlers who are sleeping in cot rooms will be closely monitored and checked/inspected every 10 minutes to assess their breathing and the colour of their skin.
- Older children will be adequately supervised whilst sleeping or resting.
- Children will be supervised when hand washing and during toileting/nappy change times.
- Educators are required to adhere to the Langwarrin Community Centre's *Supervision Policy* and floor plan to maintain effective supervision.
- Adequate supervision will be provided when children are being transported. Consideration will be made depending on risk assessments, number, age and ability of children, visibility of children, each child's current activity. (see *Safe Transportation Policy*)
- Educators will communicate with other staff and educators about their supervision points, offer advice and support to ensure children's safety is of the highest priority at all times.
- Supervising educators will give their complete attention to the children, and not perform other duties or tasks.
- Unless briefly discussing child or Service concerns, educators will not congregate together either inside or outside.
- Educators will interact with children where pedagogically appropriate whilst supervising.

WORKING DIRECTLY WITH CHILDREN

National Regulations state that an educator cannot be included in calculating the educator to child ratio of a centre-based 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 the hours each educator works directly with children being educated and cared for by the Langwarrin Community Centre.

- To ensure compliance with regulations, our service will only include educators in the educator to child ratio who are working directly with the children, and ensure a current roster and a sign on/sign off record are available to verify this.
- The approved provider must ensure that a record is kept indicating the period of time each suitably qualified person is working directly with children.

ROSTERS

- The Langwarrin Community Centre will ensure the roster and routine provides adequate supervision of children at all times.
- Rosters will be created to provide children with continuity of care to support children's development of secure relationships, and contribute to their wellbeing.



- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar to provide continuity of care.

- **EDUCATOR TO CHILD RATIOS**

The Langwarrin Community Centre will meet the minimum child ratio requirements as stated below:

| State | Age of children | Educator to child ratio |
|-------|--|-------------------------|
| VIC | Birth to 24 months | 1 :4 |
| | Over 24 months and less than 36 months | 1 :4 |
| | Over 36 months of age or over (not including children over pre-school age) | 1 :11 |

REVIEW

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| POLICY REVIEWED BY: | Carol Hopkins | CSO | April 2025 |
| POLICY REVIEWED | April 2025 | NEXT REVIEW DATE | April 2027 |
| VERSION NUMBER | • | | |
| MODIFICATIONS | • New Policy Format | | |
| APPROVED BY | | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | REVIEW DATE | |
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