

Staffing Arrangements

Raleigh St is 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 Leaders, design and implement programs that support children's participation and engagement, interests, learning, and development.

National Quality Standard (NQS)-

| Quality Area 4: Staffing Arrangements | | |
|--|----------------------------|--|
| 4.1 | Staffing arrangements | Staffing arrangements enhance children's learning and development. |
| 4.1.1 | Organisation of Educators | The organisation of educators across the Service supports children's learning and development. |
| 4.1.2 | Continuity of staff | Every effort is made for children to experience continuity of educators at the Service. |
| 4.2 | Professionalism | Management, educators, and staff are collaborative, respectful, and ethical. |
| 4.2.1 | Professional collaboration | Management, educators, and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills. |
| 4.2.2 | Professional Standards | Professional standards guide practice, interactions, and relationships. |

Education and Care Services National Regulations/Law-

| Children (Education and Care Services) National Law | |
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| 115 | Premises designed to facilitate supervision |
| 122 | Educators must be working directly with children to be included in ratios |
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Related Policies-

Code of Conduct Policy
 Child Protection Policy
 Supervision Policy
 Privacy and Security Policy
 In-Service and Staff Development Policy
 Student and Volunteers Policy

Purpose-

To ensure Raleigh St adheres to the National Education and Care Service Regulation. We employ educators and staff in compliance with qualifications and ratio requirements.

Scope-

This policy applies to staff, educators, management, students, and volunteers of Raleigh St.

Implementation-

Raleigh St will comply with the required number of educators to children, taking into consideration qualification requirements and experience, in order to meet National Regulations, Legislation and Standards.

Educator to child ratios-

| STATE | AGE | EDUCATOR TO CHILD RATIO |
|--------------|--|--------------------------------|
| VIC | Birth to 24 months | 1 Educator to 4 Children |
| | Over 24 months and less than 36 months | 1 Educator to 4 Children |
| | Over 36 months of age or over (not including children over pre-school age) | 1 Educator to 11 Children |

Definitions:

Qualifications-

- Raleigh St 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 required to have at least an approved Certificate III level education and care qualification or be actively working towards their qualification

Actively working towards-

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

- The Educator is required to provide documentary evidence of their course, training plan and progress towards completion of the course
- Individuals actively working towards an approved qualification may be counted towards qualification requirements
- Raleigh St 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 (Director) is a suitable person appointed by the Approved Provider (CoM) who is placed in day-to-day charge of an approved Service (Raleigh St). The Nominated Supervisor is responsible for the 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.

Responsible Person-

A Responsible Person is always required to be physically present at Raleigh St that children are being educated and cared for.

The Director and CoM are responsible for appointing a Responsible Person/s who is aged 18 years or older, have adequate knowledge and understanding of the provision of education and care to children, and have an ability to effectively supervise and manage an Education and Care Service (ACECQA, 2017).

The process for determining the Responsible Person will be clear to all educators and staff, and procedures will always be followed. Both the outgoing and incoming Responsible Persons will ensure the displayed name of the current Responsible Person at Raleigh St correctly reflects who presently holds the position.

Raleigh St will always have one Responsible Person present when caring for and educating children.

A responsible person can be:

- An Approved Provider,
- A Nominated Supervisor, or
- A duly appointed person, 18 years or older, fit, and proper, and have suitable skills
- Raleigh St will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for
- Raleigh St will clearly communicate who the Responsible Person on duty is. It will be displayed in the foyer for families, educators, staff, and visitors to see
- The Responsible Person will adhere to Raleigh St's policies and procedures and maintain a safe and healthy environment for children and adults
- The Responsible Person will always act with professionalism when dealing with children, educators, visitors, and families

The appointed Responsible Person/s will:

- Provide written consent to accept the role of Responsible Person
- Sign their name and hours of responsibility on the Responsible Service Register
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors
- Inform the Director in a timely manner in the event of absence from Raleigh St due to leave or illness so they can be replaced by another Responsible Person
- Ensure they have a sound understanding of the role of the Responsible Person
- Abide by any conditions placed on the Responsible Person
- Understand that a Responsible Person placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Director
- Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and

proper (such as the suspension or cancellation of a Working with Children Check card or Teacher registration), or if they are subject to disciplinary proceedings

Early Childhood Teacher-

An Early Childhood Teacher is a person with an approved early childhood Teaching Qualification in accordance with ACECQA. A record must be kept containing the period the Early Childhood Teacher is working directly with children.

- Raleigh St will comply, engage, and have access to an Early Childhood Teacher based on the number and age of children enrolled in a Kindergarten Program

Educational Leader-

The Educational Leader has an influential role in inspiring, motivating, affirming, and challenging or extending the practice and pedagogy of 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 Director will nominate a qualified and experienced educator/s to take on the Educational Leader role and its responsibilities
- The appointed Educational Leader/s will have a minimum qualification of a Diploma in Early Learning Education
- The Educational Leader/s will keep a record about how they mentor and guide other educators to ensure continuous improvement
- The Educational Leader/s will guide educators to provide a compliant and rich program for the benefit of the children and for their professional growth

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 staff and educator's responsibility to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training Certificates, providing Raleigh St with a copy of their certificates**
- Staff and educators must ensure they participate in training prior to the expiration date on their certificates

Working with Children Check-

A Working with Children Check is a requirement for people who work or volunteer in child-related work. It involves a National Criminal History check and a review of findings of workplace misconduct. The result of a Working with Children Check is a clearance to work with children, or a bar against working with children. To comply with National Regulations for those undertaking paid or voluntary child-related work all employees of Raleigh St will acquire a Working with Children Check.

- Management will verify all Working with Children Checks to ensure the children are protected
- Management will keep a record of the expiry date of the Working with Children Check for all staff at Raleigh St
- Staff and educators will ensure their Working with Children's Check is valid whilst working at Raleigh St
- Staff and educators are responsible for renewal and payment of their WWCC

Staff Records-

- Approved Services must keep information about the Nominated Supervisor, Educational Leader, staff, educators, volunteers, students, and any Responsible Person at Raleigh St
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check, first aid qualification, personal and medical details
- All staff, educators, students, volunteers, and visitors are required to sign in and out each day

Supervision Definition-

- Educators, who are supervising children, should ensure they are positioned where they can see as much of the environment as possible. Where there are water activities or high-risk experiences, close supervision is required
- Children will be supervised whilst sleeping or resting
- Children will be supervised when hand washing and during toileting/nappy change times
- Educators are required to adhere to Raleigh St's Supervision Policy
- Raleigh St will comply with educator to child ratios outlined in the National Legislation and National Quality Standard
- Educators will adjust their level of supervision depending on the area that needs to be covered, the skills, age, dynamics, and size of the group of children being supervised

- 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
- Unless discussing child/ren's concerns or the curriculum, educators will not gather 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 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 hours each educator works directly with children being educated and cared for by Raleigh St. To ensure compliance with regulations, we will only include educators in the educator to child ratio who are working directly with children and ensure a current roster is available to verify this to be true.

Rosters-

- Raleigh St will ensure the roster and routine always provides adequate supervision of children
- Rosters will be created to ensure the children receive continuity of care
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar
- Three days' notice is required when reasonable changes occur in the roster (as per the EBA)

Volunteers and Students-

- At **no time** will volunteers and/or 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 Raleigh St to ensure they adhere to our policies and procedures

Privacy-

- Educators will adhere to Raleigh St's Privacy and Confidentiality policy and Privacy Law in relation to children and their families, or matters relating to Raleigh St and will at no time take part in inappropriate or unlawful conversations or discussions
- The Nominated Supervisor will ensure that students and volunteers are made aware of Raleigh St's Privacy and Confidentiality policy and Privacy Law during their induction

Sources-

- Australian Children's Education & Care Quality Authority. (2014)
- Early Childhood Australia Code of Ethics. (2016)
- Education and Care Services National Regulations. (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017)
- The Kindergarten Guide (Depart
- Guide to the National Quality Framework. (2018)
- Working with Children Check Unit, Department of Justice
- Victoria Police-National Police Record Check
- Australian Children's Education & Care Quality Authority, 2014.
- ACEQA. (2017). Responsible Person Requirements for Approved Providers:
<https://www.acecqa.gov.au/sites/default/files/2018-09/ResponsiblePersonRequirements.pdf>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, 2015.
- Revised National Quality Standards.

Review-

| Date reviewed- | Modifications- | CoM endorsement date- | Next review date- |
|-----------------------|---|------------------------------|--------------------------|
| July 2019 | Policy created for RSCCC based on CC Desktop template- KC | September 2019 | September 2021 |