



Kinburra Preschool

# Staffing Arrangements Policy

Kinburra Preschool aims to support Educators, staff and Nominated Supervisors to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children’s health, safety, and wellbeing is protected at all times through providing appropriate and effective supervision according to legislated ratios and best practice. Our Educators, in collaboration with our Educational Leader, design and implement programs that support children’s 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	
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**RELATED POLICIES**

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Grievance Policy	Privacy and Confidentiality Policy Professional Development Policy Responsible Person Policy Recruitment Policy
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Governance Policy	Safe Transportation Policy Supervision Policy Student and Volunteer Policy
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### PURPOSE

To ensure Kinburra Preschool adheres to the Education and Care Service National Regulations as we maintain compliance with qualifications and ratio requirements.

### SCOPE

This policy applies to staff, management, students, and volunteers at the Service.

### IMPLEMENTATION

Our Service will endorse the appropriate number of educators to children, taking into consideration qualification requirements and experience, which meet Education and Care Service National Regulations and the National Quality Standards. Our Service will ensure that at least fifty per cent of Educators who are being counted towards the educator to child ratio must have, or be actively working towards, an approved diploma level qualification.

#### Qualifications for Centre based Services with children preschool age or under:

Our Service 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 definition:

Definition: 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.



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- Individuals actively working towards an approved qualification may be counted towards qualification requirements.
- Kinburra Preschool will ensure we 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.

### Early Childhood Teacher

An Early Childhood Teacher (ECT) 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.

- Kinburra will comply and will engage and have access to an Early Childhood Teacher based on the number and age of children at the Service.  
<https://www.acecqa.gov.au/qualifications/requirements/children-preschool-age-or-under>

### 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 Approved Provider will nominate a qualified and experienced Educator to take on the Educational Leader role and responsibilities.
- The Educational Leader will keep a record about how they mentor and guide Educators of the Service to ensure continuous improvement.
- The Educational Leader will guide Educators to provide a compliant program.

### Nominated Supervisor

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day management of an approved Service. Nominated Supervisors have a range of responsibilities under the National Law and Regulations including 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 Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, Regulations and National Standards.



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- 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 of each child.
- The Nominated Supervisor will adhere to Service policies ensuring a safe and healthy environment is provided.

### Responsible Person

A Responsible Person is required to be physically present at the Service at all times that children are being educated and cared for. The Responsible Person will be the Approved Provider, or a person with management or control placed in day-to-day charge of the Service. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- Our Service will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our Service will clearly communicate the Responsible Person on duty, which will be displayed in the foyer area for families, educators, staff and visitors.
- The Responsible Person will adhere to Service 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.

### Approved First Aid Qualifications

- Educators and Management are required to have an ACECQA approved current first aid qualification, anaphylaxis management, and emergency asthma management training. Approved qualifications are published on the ACECQA website.
- It is the Staff and Educators responsibilities to ensure they maintain up to date First Aid, CPR, Asthma, and Anaphylaxis Training, providing the Service with the certificate of completion.

### 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



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of a Working With Children Check is either a clearance to work with children for five years (NSW) or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

- To comply with National Regulations for those undertaking paid, or voluntary child-related work will acquire a Working with Children Check, which will be verified by the Service to protect the safety of children.
- 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.

### Staff Record

- Approved Services must keep information about the Nominated Supervisor, Educational Leader, Staff, Volunteers, Students and the Responsible Person at the Service.
- Details must include evidence of staff working directly with children, qualifications, training and Working with Children Check.
- All Staff, Educators, Students, Volunteers and Visitors are required to sign in and out each day.

### 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. Educators are required to ensure that children are in sight and/or hearing at all times, demonstrating that the best interest of children is being provided for. This includes toileting, sleep, rest, nappy changing, and transition routines.

- Our Service will comply with educator to child ratios outlined in National Legislation and National Quality Standard.
- Educators are required to adhere to the Service'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.



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- When supervising outdoors, Educators will position themselves so as to be able to see as much of the play area as possible.
- Where there are water activities or high-risk experiences, Educators will ensure close supervision is maintained.
- Older 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 the Service's Supervision Policy and floor plan to maintain effective supervision.
- 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.
- 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*).

### Working directly with children

The Education and Care Service 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 the Service.

- To ensure compliance with regulations, we will only include Educators in the educator to child ratio who are working directly with the children.



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- Our Service will ensure the roster and routine provides adequate supervision of children at all times.
- 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.

### Volunteers and Students

- At no time will volunteers and 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 the Service to ensure they adhere to the Service policies and procedures continuity of care.

### Privacy

- Educators will adhere to the Service's Privacy and Confidentiality Policy and Privacy Law in relation to children or matters relating to the Service 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 the Services Privacy and Confidentiality Policy and Privacy Law during their initial induction.
- All staff, Educators, volunteers and students are provided with information about the ECA Code of Ethics.

### Employed under 18 years of age:

Our Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times.

### Staff Recruitment

Our Service will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position.



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All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.

All potential staff are subject to maintenance of a valid Working With Children Card (WWCC) and appropriate qualifications. Valid first aid, asthma and anaphylaxis management or food safety qualification may also be required.

All new staff will undergo a probation period of three (3) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.

Staff induction includes provision of the Service's policies and procedures, code of conduct, Child Safe Standards, child protection, Work Health and Safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, and communication with families processes.

### Educator to Child Ratios

Our service will meet the minimum child ratio requirements as stated below:

State	Age	Educator to Child Ratio
NSW	Birth to 24 months	1 Educator to 4 Children
	Over 24 months and less than 36 months	1 Educator to 5 Children
	Over 36 months of age or over (not including children over pre-school age)	1 Educator to 10 Children

### Source

Australian Children's Education & Care Quality Authority. (2014).

Department of the Officer of the Privacy Commissioner: [www.privacy.gov.au](http://www.privacy.gov.au)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).



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Education and Care Services National Regulations. (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2018)

Guide to the National Quality Framework. (2017). (amended 2020).

Office of the Children’s Guardian: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Revised National Quality Standard. (2018).

### Review

POLICY REVIEWED	February 2021	NEXT REVIEW DATE	February 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Minor edits</li> <li>• Addition to reference of Child Safe Standards</li> <li>• Adequate supervision for transportation added</li> <li>• Added section ‘staff recruitment’</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
February 2020	<ul style="list-style-type: none"> <li>• Amendments to the National Regulations included in policy</li> <li>• Amendments and additions to Regulations for NSW added</li> <li>• Definition of ‘suitably qualified persons’ added</li> <li>• additions to content re: Nominated Supervisor</li> <li>• Educator to children ratios amended</li> <li>• Information about supervision condensed to avoid repetition</li> <li>• Revision of approved first aid qualifications</li> </ul>	February 2021	
February 2019	<ul style="list-style-type: none"> <li>• Grammar, punctuation and spelling edited.</li> <li>• Wording ‘corrected’.</li> <li>• Additional information added to points.</li> <li>• Sources checked for currency.</li> <li>• Sources/references corrected, updated, and alphabetised</li> </ul>	February 2020	



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