

# ST. CATHERINE'S EARLY EDUCATION CENTRE

## STAFFING POLICY

Our Service aims to provide Educators, Staff and Nominated Supervisors who have the qualifications and experience 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                                   | <b>Staffing arrangements</b>      | Staffing arrangements enhance children's learning and development.  |
| 4.1.1                                 | <b>Organisation of Educators</b>  | The organisation of Educators across the Service supports children's learning and development.  |
| 4.1.2                                 | <b>Continuity of staff</b>        | Every effort is made for children to experience continuity of Educators at the Service.   |
| 4.2                                   | <b>Professionalism</b>            | Management, Educators and staff are collaborative, respectful and ethical.  |
| 4.2.1                                 | <b>Professional collaboration</b> | 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                                 | <b>Professional Standards</b>     | Professional standards guide practice, interactions and relationships.  |

| Education and Care Services National Regulations national Laws |  |
|--|--|
| 56   | Notice of addition of nominated supervisor   |
| 56A  | Notice of change of a nominated supervisor's name or contact details                     |
| 161  | Offence to operate education and care service without nominated supervisor               |
| 161A   | Offence for nominated supervisor not to meet prescribed minimum requirements             |
| 162  | Offence to operate education and care service unless responsible person is present       |
| 162A   | Persons in day-to-day charge and nominated supervisors to have child protection training |
| 169  | Offence relating to staffing arrangements  |
| 172  | Offence to fail to display prescribed information  |
| 173  | Offence to fail to notify certain circumstances to Regulatory Authority                  |
| 174  | Offence to fail to notify certain information to Regulatory Authority                    |

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| 175                   | Offence relating to requirement to keep enrolment and other documents   |
| 188                   | Offence to engage person to whom prohibition notice applies   |
| <b>4 (1)</b>          | Definitions   |
| <b>10</b>             | Meaning of actively working towards a qualification   |
| <b>11</b>             | Meaning of <i>in attendance</i> at a centre-based service   |
| <b>13</b>             | Meaning of working directly with children   |
| <b>35</b>             | Notice of addition of new nominated supervisor  |
| <b>83</b>             | Staff members and family day care educators not to be affected by alcohol or drugs                                  |
| <b>84</b>             | Awareness of child protection law   |
| <b>85</b>             | Incident, injury, trauma and illness policies and procedures  |
| <b>90</b>             | Medical conditions policy   |
| <b>93</b>             | Administration of medication  |
| <b>94</b>             | Exception to authorisation requirement- anaphylaxis or asthma emergency   |
| <b>95</b>             | Procedure for administration of medication  |
| <b>99</b>             | Children leaving the education and care services premises   |
| <b>100</b>            | Risk assessment must be conducted before excursion  |
| <b>101</b>            | Conduct risk assessment for excursion   |
| <b>102</b>            | Authorisation for excursions  |
| <b>102-<br/>B,C,D</b> | Transport risk assessments/authorisations   |
| <b>117</b>            | Placing a person in day-to-day charge   |
| <b>122</b>            | Educators must be working directly with children to be included in ratios   |
| <b>123</b>            | Educator to child ratios – centre-based services  |
| <b>126</b>            | Centre-based services – general educator qualifications   |
| <b>130</b>            | Requirement for early childhood teachers – centre-based services – fewer than 25 approved places                    |
| <b>131</b>            | Requirement for early childhood teacher—centre-based services—25 or more approved places but fewer than 25 children |
| <b>132</b>            | Requirement for early childhood teacher—centre-based services—25 to 59 children                                     |
| <b>133</b>            | Requirement for early childhood teacher—centre-based services—60 to 80 children                                     |
| <b>134</b>            | Requirement for early childhood teacher—centre-based services—more than 80 children                                 |
| <b>135</b>            | Early childhood teacher illness or absence  |
| <b>136</b>            | First Aid qualifications  |

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| 145  | Staff Record   |
| 146  | Nominated Supervisor   |
| 147  | Staff Members  |
| 148  | Educational Leader   |
| 149  | Volunteers and Students  |
| 150  | Responsible Person   |
| 151  | Record of Educators working directly with children   |
| 152  | Record of access to early childhood teachers   |
| 168  | Education and care services must have policies and procedures                                  |
| 173  | Prescribed information to be displayed   |
| 174  | Time to notify certain circumstances to Regulatory Authority                                   |
| 177  | Prescribed enrolment and other documents to be kept by approved provider                       |
| 239A | Centre-based services in remote and very remote areas—attendance of early childhood teachers   |
| 240  | Centre based services in remote and very remote areas – qualifications for educators           |
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| 243  | Persons taken to hold an approved diploma level education and care qualification               |
| 244  | Persons taken to hold an approved certificate III level education and care qualification       |
| 272  | Early childhood teachers- children preschool age or under (NSW)                                |
| 358  | Working with children check t be read( Vic)  |
| 372  | Educator to child ratio—pre-kindergarten program or kindergarten program provided by a school  |
| 373  | Early childhood teachers—pre-kindergarten program or kindergarten program provided by a school |
| 379  | Educators required to be early childhood teachers  |

## Related Policies

Code of Conduct Policy  
 Child Protection Policy  
 Child Safe Environment Policy  
 Child safety and child Wellbeing Policy  
 Dealing with Complaints Policy

Emergency Evacuation and Management Policy  
 Excursion/Incursion Policy  
 Governance Policy  
 Incident, Injury, Trauma and Illness Policy  
 Privacy and Confidentiality Policy

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Responsible Person Policy  
Recruitment Policy  
Safe Transportation Policy

Sleep, Rest and Relaxation Policy  
Supervision Policy  
Student and Volunteer Policy

## **Purpose**

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to staffing arrangements (regulation 168) and take reasonable steps to ensure those policies and procedures are followed. (ACEQA 2021).

To ensure our Service adheres to the Education and Care Services National Regulations we employ educators who are suitably qualified, implement the required staffing requirements and adhere to regulated educator to child ratios.

## **Scope**

This policy applies to staff, management, educators, students, volunteers and the nominated supervisor and approved Provider at the Service.

## **Implementation**

Our Service will endorse the appropriate number of 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.

We aim to ensure the continuity of education and care of all children attending the service in the absence of their family members and/or primary carers. Our service will strive to ensure that all children feel comfortable and secure whilst being educated and care for at the service.

## **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 '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:***

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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 Early 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.'
- Our Service 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.
- Educators who are studying an Early Childhood Teacher qualification is 'taken to be an early childhood teacher' if they meet the following criteria:
  - is actively working towards an approved early childhood training qualification
  - have completed 50% of the course and provides evidence OR holds an approved Diploma level qualification
- Educators are 'taken to hold an approved diploma level or certificate III level qualification' if they meet the following criteria:
  - were recognised previously as a diploma level educator under former education and care services law AND employed or engaged in a declared approved service or
  - held a qualification as published under regulation 137(2)(a), former qualifications for diploma level qualifications

## **Early Childhood Teacher**

An Early Childhood Teacher is a person with an approved early childhood teaching qualification in accordance with ACECQA's qualification list. A record must be kept containing the period the early childhood teacher is working directly with children.

- Our Service will comply and will engage and have access to an Early Childhood Teacher based on the number and age of children attending the Service.
- Our service will ensure the ECT, or suitably qualified person is physically present at the service or is considered in attendance in accordance with national regulations

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- Our Service will employ a second early childhood teacher or alternatively a 'suitably qualified person' when 60 or more children preschool age or under on a given day, are being educated and cared for.
- Our Service will ensure that when there are 25-29 children being educated and cared for at least one ECT will be in attendance for at least 6 hours on that day, if the service operates for 50 or more hours a week.
- Our Service will ensure that when there are 60-79 children being educated and cared for, a second ECT or alternatively 'suitable qualified person' will be in attendance for at least 3 hours on that day, if the service operates for 50 or more hours a week; or for 30 per cent of the operating hours of the service on that day, if the service operates for less than 50 hours per week (Reg.133)
- Our Service will ensure when more than 80 children are in attendance, the second ECT or suitably qualified person must be in attendance at least 6 hours a day on any given day if the service operates for 50 or more hours per week; or for 60 per cent of the operating hours of the service on that day, if the service operates for less than 50 hours per week. (Reg.135)
- If an early childhood teacher is absent due to short term illness or leave, the following persons can be taken to be the ECT:
  - a person who holds a primary teaching qualification
  - a person who holds an approved diploma level qualification  
(this applied for up to 60 days in a 12-month period only)

## **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 endeavor 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. (Reg.118)
- 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 and rich program.
- The approved provider will ensure the name of the Educational Leader is displayed at the service in a place that is clearly visible to staff, educators, families and visitors( Reg 173).

## **Nominated Supervisor**

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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 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 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 Service policies ensuring a safe and healthy environment is provided.
- The nominated supervisor will register with PRODA and complete required background checks, including working with childcare check and criminal history record check.

## **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.

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- Our Service 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)
- Our Service will clearly communicate with 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.
- 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**

- Educators and Management are required to have an ACECQA approved 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, Asthma, and Anaphylaxis Training, providing the Service with the certificate of completion.
- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid, anaphylaxis management and emergency asthmas 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 cardiopulmonary resuscitation renewed every 12 months and
  - anaphylaxis management training and
  - emergency asthma management training.
  - (Approved qualifications are published on the ACECQA website)
- Services must have staff with current approved qualifications on duty at all times and be immediately available in an emergency



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## Working with Children Check

A Working With Children Check (WWCC) 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 reportable workplace misconduct. The result of a Working With Children Check is either a clearance to work with children for **five years (NSW & Vic.)**, **three years (WA, SA, QLD, TAS, & ACT)**, or **two years (NT)**, 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 all employees of the Service will acquire a Victorian Working with Children Check.
- Management will keep a record of the expiry date of the Working With Children Check for all staff, volunteers and students
- Management will ensure the Working With Children Checks are verified before Nominated Supervisors or Responsible Persons are engaged at the Service.
- Management will ensure any notifications or concerns regarding a person's Working With Children Check are recorded and steps taken immediately to ensure the person is not working directly with children.
- Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children (*best practice*)
- The approved provider will ensure a staff member, employee, volunteer, or contractor is not employed or engaged at the Service if the person is prohibited from working with children, including a prohibition notice in force provided under the National Law

## Staff Record

- Approved Services must keep information about the Nominated Supervisor, Educational Leader, Staff, Volunteers, Students and the Responsible Person at the Service including name, address, date of birth, evidence of qualification( including evidence of working towards qualifications) evidence of approved training( child protection)
- Details must include evidence of staff working directly with children, qualifications, training information and Working with Children Check verification and expiry dates.
- All Staff, Educators, Students, Volunteers and Visitors are required to sign in and out each day.
- Immunisation status may be recorded as part of the staff record
- Details of teacher registration
- Details of the Educational Leader
- Details of responsible person
- Details of nominated supervisor

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- Details of staff who are actively working towards a qualification, including evidence of satisfactory progress (from July 1, 2023)
- Details of an educator who has been replaced by a person who holds a primary teaching qualification (from July 1, 2023)

## **Adequate Supervision**

Effective and 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 and hazards. 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 and whenever the service provides or arranges transport for children as part of the service.

- 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.
- 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 will be continuously supervised and checked/inspected every 15 minutes to assess their breathing and the colour of their skin.
- Older children will be supervised whilst sleeping or resting.
- Children will be supervised when hand washing and during toileting/nappy change times.
- 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.

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- 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.

## **Child Safety**

Our Service is committed to creating and maintaining an environment that promotes the safety of all children and embeds the Child Safe Standards (effective July 2022). All staff, students and volunteers are responsible for promoting a culture of safety and wellbeing of children and young people. We recognise the importance of and responsibility for, ensuring our Service provides a safe and supportive environment which respects and fosters the rights and wellbeing of children in our care.

We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

## **Code of Conduct**

We believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility. Our Service is committed to adhere to the ECA Code of Ethics (2016) which is based on the principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.

We are committed ensuring positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. Educators and management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Service's philosophy.

## **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 the Service.

- 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 are available to verify this.

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- The approved provider must ensure that a record is kept indicating the period of time an early childhood teacher and each suitably qualified person is working directly with children.

## **Rosters**

- Our Service 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.

## **Employment of Regular Educators**

- When our service employs casual educators, or where volunteers and work experience students are present at the service, these persons will be engaged in an induction process that familiarises them with the service environment and the needs of children.
- Our service policies and procedures, educator handbook and description of their roles and responsibilities at the service will be available to the above-mentioned persons.
- Our service will seek to make use of the same casual staff where possible. This will ensure that casual educators are able to familiarise themselves with the service environment, expectations, and routine and children and their families.
- Our service will seek to employ casual educators on a regular day where possible. This will ensure that casual educators are able to familiarise themselves with the children and their families attending the service on that day. Building positive relationships between educators, children and families will encourage effective continuity of care.

## **Staff 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.

## **Volunteers and Students and visitors**

St. Catherine's Early Education Centre appreciates that the inclusion of volunteers and students is a necessary part of industry development and provides opportunities to be involved in this process. It recognises that these times require extra vigilance in order to meet duty of care expectations.

- The Approved Provider will ensure that volunteers and students and visitors meet any requirements for Working with Children Checks/Clearance, or VIT teacher registration.
- At no time will volunteers and/or students or visitor be left alone with a child or group of children or be included in the educator to child ratio ( best practice)
- All volunteers and students will be inducted into the Service to ensure they adhere to the Service's policies and procedures, Statement of Philosophy and Code of Conduct, Child safe

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environments policy and Child protection policy and Statement of commitment to the Child Safe Standards.

- The Student and Volunteer Application form and Visitor Sign In/Out Record will document the date and hours the student/volunteer attended the service
- induction will ensure volunteers and students are aware of how to manage medical conditions and to respond to a child in case of illness, injury or suffers trauma, awareness of privacy laws (including social media, photography) and behaviour guidance procedures.
- induction will ensure volunteers and students are aware of how to manage emergency procedures and evacuations and
- induction will involve introduction to the Director and management, educational leader and staff and educators and will ensure volunteers and students are aware of how the Centre runs and operates
- each student / Volunteer will be allocated a mentor/ Service supervisor who will guide and provide information and support as required.
- Management will provide the student/volunteer with information about Child Protection Law and mandatory reporting obligations
- Our Service will ensure that no student, volunteer or visitor is affected by or under the influence of drugs or alcohol while on the service premises when children are being educated and cared for.

## Privacy

- Educators will adhere to the Service's *Privacy and Confidentiality Policy* and Privacy Law in relation to children and their families, 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 Service's *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.
- All staff and educators will be made aware of Child Information Sharing Schemes (CISS) and Family Violence Information Sharing Schemes (FVSS) and Multi-Agency Risk Assessment and Management Framework (MARAM)

## 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, immunisation status, and food safety qualification may also be required.

All new staff will undergo a probation period of six (6) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor or supervisor.

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, communication with family's processes, Family Assistance Law, administration of Child Care Subsidy, Child Information Sharing Schemes and introduction to senior staff members and/or mentor and Educational Leader and management.

## Educator to Child Ratios

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

| 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 |

## Key Terms

| Term   | Meaning  | Source   |
|--|--|--|
| <b>ACECQA</b> – Australian Children's Education and Care Quality Authority | The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to | <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a> |

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|                             |   |   |
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|                             | support the sector to improve outcomes for children.  |   |
| <b>Code of Conduct</b>      | Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.  | <b>Guide to the NQF</b><br>(Quality Area 4 – Staffing arrangements)   |
| <b>Code of Ethics</b>       | Together with a code of conduct, a code of ethics helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards, especially when there are conflicting obligations or responsibilities. The Guide to the NQF references ECA's Code of Ethics, although compliance with the Code is not mandatory under the National Law and Regulations.  | <b>Guide to the NQF</b><br>(Quality Area 4 – Staffing arrangements)<br><a href="http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/">www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/</a> |
| <b>Nominated supervisor</b> | Must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including: <ul style="list-style-type: none"> <li>• educational programs (section 168)</li> <li>• supervision and safety of children (sections 165–167)</li> <li>• entry to and exit from the premises (section 170; regulation 99)</li> <li>• nutrition and food and beverages (regulations 77–80)</li> <li>• administration of medication (regulations 93–96)</li> <li>• drugs and alcohol (regulations 82–83)</li> <li>• sleep and rest (regulations 81)</li> <li>• excursions (regulations 100–102)</li> <li>• transportation (regulations 102B–102D)</li> <li>• staffing ratios and qualifications (regulations 123–128).</li> </ul> | <a href="http://www.acecqa.gov.au/media.22801">www.acecqa.gov.au/media.22801</a>  |
| <b>Responsible person</b>   | A responsible person is: <ul style="list-style-type: none"> <li>• the approved provider or a person with management or control</li> <li>• a nominated supervisor</li> <li>• a person in day-to-day charge of the service.</li> </ul> <p>In a family day care (FDC) service, the responsible person must be available to provide support to FDC educators.</p> <p>The approved provider is responsible for assessing a person's suitability as responsible person.</p>   | National Law (Section 162) Guide to the NQF (Quality Area 4 – Staffing arrangements)  |

# ST. CATHERINE'S EARLY EDUCATION CENTRE

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| <b>Working with children check (WWCC)</b> | A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:<br><br>(a) the person has been assessed as suitable to work with children; or<br><br>(b) there has been no information that if the person worked with children the person would pose a risk to the children; or<br><br>(c) the person is not prohibited from attempting to obtain, undertake or remain in child-related employment. | <a href="http://www.workingwithchildren.vic.gov.au/">www.workingwithchildren.vic.gov.au/</a> |
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## Continuous improvement

Our staffing arrangement policy will be reviewed regularly in consultation with families, staff, educator and management.

## Source

Australian Children's Education & Care Quality Authority. (2014).  
ACECQA. (2021). Policy and procedure guidelines. *Staffing Guidelines*.  
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 2023).  
Education and Care Services National Regulations. (2023)  
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 2022 arrangement0).  
Office of the Children's Guardian: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>  
Revised National Quality Standard. (2018).  
**Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).**  
**Australian Children's Education & Care Quality Authority. (2023). [Educators Who are 'Working Towards a Qualification'](#). Information Sheet.**

## Review

This policy will be reviewed regularly

The review will be conducted by:

- Management



# ST. CATHERINE'S EARLY EDUCATION CENTRE

- Employees
- Families
- Interested Parties

| <b>Policy Reviewed</b> | <b>Modifications</b>  | <b>Next Review Date</b> |
|------------------------|---|-------------------------|
| May 2018               | This Staffing arrangements policy was merged with the Continuity of Education and Care Policy.  | May 2020                |
| <b>October 2018</b>    | Emergency Care section was added  | May 2020                |
| <b>October 2020</b>    | Amendments to the National Regulations included in policy<br>Definition of 'suitably qualified persons' added<br>additions to content re: Nominated Supervisor Educator to children ratios amended<br>Information about supervision condensed to avoid repetition<br>Revision of approved first aid qualifications  | May 2022                |
| <b>May 2022</b>        | Name changed to from Staffing Arrangement to Staffing Policy to align with ACECQA Guidelines to Policy and Procedures document-(August 2021)<br>Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021)<br>Minor formatting changes through out to improve ease of reading.<br>Additional reference to the child safe standards<br>Checked updated sources and links used within policy<br>Updated Related Policies | <b>May 2024</b>         |
| <b>July 2022</b>       | Added refence to New Child Safe Standards (effective July 2022)<br>Updates related policies – Child Safety and Wellbeing policy related policy  | <b>May 2024</b>         |
| <b>June 2024</b>       | Removal of mandatory covid 19 vaccination requirements<br>Continuous improvement section added<br>National Laws added to the policy<br>New regulations included in the policy<br>Sources checked and updated<br>Additional information added Re: student, volunteers and visitors   | <b>June 2026</b>        |

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# ST. CATHERINE'S EARLY EDUCATION CENTRE

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|  | Information added to Re: working with children<br>check paragraph<br>Additional points added to Early childhood teacher<br>requirements |  |
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