

# Staffing Arrangements Policy

REED is committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

## 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

Education and Care Services National Law (WA) Act 2012	
<b>Section 56</b>	Notice of addition of nominated supervisor
<b>Section 56 A</b>	Notice of change of nominated supervisor's name or contact details
<b>Section 161</b>	Offence to operate education and care service without nominated supervisor
<b>Section 162</b>	Offence to operate education and care service unless a responsible person is present

<b>Section 162 A</b>	Persons in day-to-day charge and nominated supervisors to have child protection training
<b>Section 165</b>	Offence to inadequately supervise children
<b>Section 165A</b>	Offence relating to children leaving the education and care premises unauthorised
<b>Section 166</b>	Offence to use inappropriate discipline
<b>Section 167</b>	Offence relating to protection of children from harm and hazards
<b>Section 168</b>	Offence relating to required programs
<b>Section 169</b>	Offence relating to staffing arrangements
<b>Section 170</b>	Offence relating to unauthorised persons on education and care premises
<b>Section 172</b>	Offence to display prescribed information
<b>Section 173</b>	Offence to fail to notify certain circumstances to Regulatory Authority
<b>Section 175</b>	Offence relating to requirement to keep enrolment and other documents
<b>77</b>	Health, hygiene, and safe food practices
<b>78</b>	Food and beverages
<b>79</b>	Service of food and beverages
<b>80</b>	Weekly Menu
<b>81</b>	Sleep and rest
<b>82</b>	Tobacco, drug and alcohol-free environment
<b>83</b>	Staff members 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>96</b>	Self-administration of medication
<b>100</b>	Risk assessment must be conducted before excursion
<b>101</b>	Conduct of risk assessment for excursion
<b>102</b>	Authorisation for excursions
<b>102B</b>	Transport risk assessment must be conducted before service transports child
<b>102C</b>	Conduct of risk assessment for transporting of children by the education and care service
<b>102D</b>	Authorisation for service to transport children
<b>117A</b>	Placing a person in day-to-day charge
<b>117B</b>	Minimum requirements for a person in day to day charge
<b>117C</b>	Minimum requirements for a nominated supervisor
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<b>156</b>	Relationships in groups
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<b>170</b>	Policies and procedures to be followed

<b>171</b>	Policies and procedures to be kept available
<b>172</b>	Notification of change to policies and procedures
<b>173</b>	Prescribed information to be displayed
<b>174</b>	Time to notify certain circumstances to regulatory Authority

### Related Policies

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Supervision Policy Privacy and Confidentiality Policy Transportation Policy	Recruitment Policy Student and Volunteer Policy Grievance Policy
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### PURPOSE

To ensure all REED services adhere 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, students, and volunteers of REED Services.

### IMPLEMENTATION

REED services will comply with the required educators to children ratios, taking into consideration qualification requirements and experience, in order to meet the Education and Care Services National Regulations and National Quality Standard.

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

REED services will comply with the Education and Care National Law and Regulations 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 is 'actively working towards' an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification or holds an approved early childhood education and care diploma or;

- An individual who is registered as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)

#### **ACTIVELY WORKING TOWARDS DEFINITION:**

Certificate III: An educator is 'actively working towards' at least an approved certificate III level qualification if they:

- are enrolled in a course for an approved certificate III, diploma or early childhood teaching qualification, and
- give the approved provider documentary evidence such as a transcript or letter from the course provider that they:
  - have commenced the course, and
  - are making satisfactory progress towards completing the course, and
  - are meeting the requirements for maintaining the enrolment.

Diploma: An educator is 'actively working towards' at least an approved diploma level qualification if they:

- are enrolled in a course for an approved diploma level or early childhood teaching qualification, and
- give the approved provider documentary evidence such as a transcript or letter from the course provider that they:
  - have started the course, and
  - are making satisfactory progress towards completing the course, and
  - are meeting the requirements for maintaining the enrolment, and
  - hold an approved certificate III level education and care qualification, or
  - have completed the percentage of total units of study required for completion of an approved early childhood teaching qualification, as determined by ACECQA\*.

#### **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 Services will comply and will engage and/or have access to an Early Childhood Teacher based on the number and age of children attending the Service.
- 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 applies 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 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 suitable employee 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**

**REED has appointed the Cluster Manager of each service as the Nominated Supervisor, due to their knowledge, experience and skills.**

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 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 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 prior to the Nominated Supervisor starting or as soon as practicable

## **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 must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- REED Services will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- REED Services 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 REED 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**

- REED will ensure at least one staff member 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
  - anaphylaxis management and
  - emergency asthma management training.
  - CPR
  - (approved qualifications are published on the ACECQA website)
- It is the Staff and Educators' responsibilities to ensure they maintain current First Aid, CPR, Asthma, and Anaphylaxis Training and provide REED with a copy of the certificate. Staff and Educators must ensure they participate in training prior to the expiration date on their certificates.

## **WORKING WITH CHILDREN CHECK**

A Western Australian 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 either a clearance to work with children for three years (WA) 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.

## **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 and educators working directly with children, their qualifications and training information and Working with Children Check verification number and expiry date.
- All Staff, Educators, Students, Volunteers and Visitors are required to sign in and out each day.

## **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, we 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 Nominated Supervisor will 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

- REED services 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.

## 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 REED to ensure they adhere to REED policies and procedures and service philosophy.

## PRIVACY

- Educators will adhere to REED'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 REED'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.

## Sources

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 Regulations. (2011).  
Education and Care Services National Law Act 2010. (Amended 2018).  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020)  
Guide to the National Quality Framework. (2018).  
Revised National Quality Standard. (2018).  
WA Working with Children Check [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)



## Review

Policy Reviewed	Modifications	Next Review Date
October 2024	Addition of relevant sections from National law Addition of relevant regulations from National Regulations Deletion of superfluous information Formatting.	<b>October 2025</b>
October 2023		October 2024
March 2023	No Changes	March 2024
February 2022	No Changes	February 2023
February 2021	Minor editing	February 2022
February 2020	Amendments to National Regulations included in policy Definition of 'suitably qualified persons' added Minor reformatting and editing Sources alphabetised and updated	February 2021
February 2019	New Policy Created	February 2020