



STAFFING ARRANGEMENTS

POLICY

The East Adelaide OSHC service supports our employees to attain their full potential because we recognise that these people may play a significant role in the daily lives of many of our children and families. Our employees must complete the required Criminal History Screening. We are an equal opportunity employer and encourage diversity within our staff team. Where possible, we support employees to balance work and family commitments. We are happy to accept volunteers and students in our team, though these people will not be included in our child to staff ratio. We expect a full commitment from each staff member.

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 LAW AND REGULATIONS	
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	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

175	Offence relating to requirement to keep enrolment and other documents
188	Offence to engage person to whom prohibition notice applies
4 (1)	Definitions
10	Meaning of <i>actively working towards</i> a qualification
13	Meaning of <i>working directly with children</i>
35	Notice of addition of new nominated supervisor
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
118	Educational leader
120	Educators who are under 18 to be supervised
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre-based services
136	First Aid qualifications
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
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
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
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
321	General qualification requirements for educators—children over preschool age

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 OSHC Service adheres to the Education and Care Service National Regulation we employ educators and staff in compliance with any state specific qualifications and experience and adhere to regulated educator and child ratios.

IMPLEMENTATION

Our OSHC Service will comply with the required educator to child ratios and take into consideration any qualification requirements and experience for educators at centre-based services in order to meet National Regulations and Standards.

ADVERTISING

When there are OSHC positions that need to be filled, the service looks internally first before broadening it's search to other platforms. We utilise '*SEEK*' when as our main advertising platform. Applications must be in the form of a submitted resume to be considered a possible candidate.

RECRUITMENT

Where the position for a Director or Assistant Director is advertised, a selection panel will conduct the selection process. The panel will be responsible for providing a job description and for advertising the position. This panel will consist of three members including a Governing Council or Advisory member representative, the director/assistant director or another senior educator and another member from the Advisory committee.

- In other circumstances, the Director will be responsible for hiring educators.
- If the director is seeking leave for up to four weeks, the assistant director will act in the position.
- If the director is to take leave beyond 4 weeks to 12 months, the position will be externally advertised.
- In filling the assistant director position for up to 12 months, an internal selection process will be facilitated by the director and school principal or delegate.

INDUCTION

New educators are provided with the following on their induction day:

- Banking / tax information details
- Updated Fair Work Information Statement
- Updated Staff Handbook

‘QUALIFIED EDUCATOR’ 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 [ACECQA approved diploma level or higher qualification](#). The educator is required to provide documentary evidence of enrolment of the course, training plan and satisfactory progress towards completion of the course. All records are kept within each educator’s personal file.

EDUCATIONAL LEADER (ASSISTANT DIRECTOR)

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 Educational Leader creates the weekly program that incorporates child interests, family suggestions and world / national events. The program is emailed to all families who utilise the service in preparation for the following week.

NOMINATED SUPERVISOR (DIRECTOR)

The nominated supervisor is a suitable person appointed by the approved provider who is placed in day-to-day charge of an approved OSHC Service. The nominated supervisor has 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 and staffing. The approved provider will ensure a nominated supervisor is nominated for the OSHC 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 must provide sufficient evidence and information to demonstrate compliance to the regulatory authority of the suitability of this person as nominated supervisor and notify the regulatory authority at least seven days prior to the nominated supervisor or as soon as practicable (no-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.

RESPONSIBLE PERSON (RP)

A responsible person is required to be physically present at the OSHC Service 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. This person is also viewed as the 3rd in charge of the service in the absence of the Director & Assistant Director and must report back to the Director.

MANDATORY CERTIFICATES

At East Adelaide OSHC we ask that all staff have or obtain the following certificates. Some are mandatory requirements by whereas some are proactive measure to ensure child safety and wellbeing is maintained. These certificates are:

- First Aid (HLTA012) + CPR
- Working With Children's Check (WWCC)
- Police Check
- Responding to Risk, Harm, Abuse & Neglect (RHAN)
- Protective Practices
- Diabetes Cert I & II
- Sexual Behaviours in Children & Young People
- Food Handling

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 qualifications (including evidence of working towards qualifications), evidence of approved training (including Child Protection).

ADEQUATE SUPERVISION

Adequate supervision is a consideration for any part of the OSHC 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 children are in sight and-hearing at all times, demonstrating that the best interest of children is being provided for. Educators must always be actively supervising, ensuring that they are not sitting and that if they are engaging with a child, that they actively supervise In short sequences.

ROSTERS

- Our OSHC Service will ensure the roster and routine provides adequate supervision of children at all times.
- Consideration will be made to engage educators to maintain 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.
- Rosters are made available 2 weeks in advance, allowing educators ample time to check their shifts and notify OSHC Leadership if unable to honour shift

EDUCATOR TO CHILD RATIOS

Our ratios vary dependent on the activity and potential risk to the safety and wellbeing of children. Ratios on site at the service are 1:15, Excursions are 1:8 with high risk excursions being a 1:5 ratio.

LEAVE

- Staff will accrue leave in accordance with the Children's Services Award 2010 and the NES.
- At East Adelaide OSHC the service will close for approximately 2 weeks over the Christmas/New Year break. In this time, it is expected that all staff will take leave. Other leave taken throughout the year will be negotiated with management. Management will consider: why they are taking leave, for how long and the pressure placed on the service when that leave is taken.

PERFORMANCE & DEVELOPMENT

- OSHC will be guided to developing a performance and development process by referring to the Department of Education and Child Development Performance and Development Policy and Guideline:
- The Director will provide all educators with a self-assessment each year to allow staff to look at their own performance.
- Allow a time following the completion of that self-assessment to discuss areas in which the Director can highlight positives and discuss areas where further training and support are needed.
- The Director will follow this process by booking training and development days for staff to improve in the areas of need and to extend their knowledge of OSHC.

UNSATISFACTORY PERFORMANCE

- Unsatisfactory performance occurs when an employee is not performing the duties of their role to the required standard, or otherwise is not performing in a satisfactory manner.
- Performance and Development will, from time to time, identify areas of unsatisfactory performance. In most instances, it will relate to an isolated element of an employee's performance rather than the totality of his or her performance.
- If it becomes evident that an element of an employee's performance is unsatisfactory, the director will provide evidence and examples as appropriate.
- For a guide to developing a Managing Unsatisfactory Performance process, please refer to the DfE Managing Unsatisfactory Performance Guideline.

CONTINUOUS IMPROVEMENT

Our *Staffing Arrangements Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

SOURCES

- Australian Children's Education & Care Quality Authority. (2014).
Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
ACECQA. (2021). Policy and procedure guidelines. *Staffing Guidelines*.
Department of the Officer of the Privacy Commissioner: 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](#). (Amended 2023).
NSW Government. Office of the Children's Guardian: <https://ocg.nsw.gov.au/working-children-check>
QLD Government. Department of Education. Early Childhood Education and Care. [Ensuring staff follow policies and procedures](#)
Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	[POSITION]	[DATE]
		OSHC Director		
		School Principal		
		Governing Council member		
POLICY REVIEWED	May 2024	NEXT REVIEW DATE	May 2027	