
ARANDA AFTERS ASSOCIATION INCORPORATED



STAFFING ARRANGEMENTS POLICY

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TABLE OF CONTENTS

PAGE

1	REFERENCES	2
	NATIONAL QUALITY STANDARDS	2
	NATIONAL REGULATIONS	2
2	AIM	2
3	IMPLEMENTATION	2
4	SUPERVISION OF SERVICES – RESPONSIBLE PERSON	3
	IDENTIFICATION OF THE RESPONSIBLE PERSON	4
5	EDUCATOR TO CHILD RATIOS	4
	QUALIFICATIONS FOR EDUCATORS	4
	FIRST AID QUALIFICATIONS	5
6	CHILD PROTECTION	5
7	WORKING WITH VULNERABLE PEOPLE CHECK	5
8	ROSTERING OF CONTRACTED STAFF	5
9	CASUAL EMPLOYMENT	6
10	SOURCES	6

1 REFERENCES

NATIONAL QUALITY STANDARDS

4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.
7.1.1	Appropriate Governance arrangements are in place to manage the service.

NATIONAL REGULATIONS

118	Educational Leader.
122	Educators must be working directly with children to be included in ratios.
123	Educator to child ratios—centre-based services.
126	Centre based services – general educator qualifications.
136	First aid qualifications.
150	Staff record must include name of responsible person at service each time children being educated and cared for by the service.
173(2)(c)	Offence not to clearly display name of responsible person in the main entrance.
245	Person taken to hold approved first aid qualification.
260	Educator to child ratio – children over preschool age – centre based services.
261	General qualifications for educators – children over preschool age – centre based services.
262	Required qualifications to be a qualified educator for children over preschool age.

2 AIM

To ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators.

3 IMPLEMENTATION

After Afters will maintain compliance to the following:

- We will nominate a qualified and experienced educator, co-ordinator or other individual as the service’s Educational Leader. This person is responsible to lead the development and implementation of the service’s educational programs.
- We will ensure that any educator that is under eighteen years of age does not work alone at the service and is supervised at all times by an educator who is over eighteen.

We will maintain compliance to the following in relation to the everyday practicalities of service’s operations:

- Educators’ rostering and routines will, at all times, make sure enough educators are available for the adequate supervision of children.
- Supervising educators give their attention to the children and not to any other duties.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- A nominated supervisor or certified supervisor will be on the premises at all times when children are being educated or cared for.
- There will be more than one educator present when children are in attendance. No child will at any time be in the care of a sole educator.
- In any situation where adequate supervision of children is threatened, any educators on a meal-break must be prepared to return to duty to supply adequate supervision.
- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- Any water activity should be closely supervised by one educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together outside.
- When children are resting they will be supervised.
- No child is to be left unattended at the table when eating.
- Rosters will be designed and implemented to ensure that children receive continuity of care.
- Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators.

4 SUPERVISION OF SERVICES – RESPONSIBLE PERSON

Aranda Afters will have at least one “responsible person” present at all times when caring for and educating children. A responsible person is:

- An approved provider.
- A nominated supervisor.
- A certified supervisor who is in charge of the daily running of the service.

The name of the responsible person will be clearly displayed in the main entrance of the Service.

If the responsible person needs to change (for example the current person needs to leave the Service), they will “hand over” responsibility for the role to another eligible person at the Service.

Both the old and new responsible person will communicate directly and ensure the name of the responsible person displayed at the Service correctly reflects who currently holds the position.

If more than one person at our service is a “responsible person”, we may develop a roster to rotate the role.

IDENTIFICATION OF THE RESPONSIBLE PERSON

The service’s display board will include the name of the responsible person at the centre-based service for each time that children are being educated and cared for by the service.

The responsible person shall be the most senior member of the list of qualified staff, whose names appear on the display board, who is on duty and working directly with children at any given time during the service’s hours of operation.

The responsible person is also included in the staffing roster for the service.

5 EDUCATOR TO CHILD RATIOS

Our educator to child ratios will always meet the minimum requirements as stated below. Note the numbers of children referred to in this section does not include children being cared for in an emergency for no more than two consecutive days the service operates.

- For children over preschool age the educator to child ratio will be 1 educator to 11 children.

QUALIFICATIONS FOR EDUCATORS

- For services educating and caring for children over preschool age, there must be at least one (1) qualified educator for every 33 children.

The first qualified educator must:

- Hold a qualification that is published on the national authority’s website www.acecqa.gov.au in the list of approved qualifications for the first qualified educator working with children over preschool age in the ACT <http://acecqa.gov.au/storage/ACT%20over%20pre-school.pdf>; or
- Be enrolled in a course on the approved list for children over preschool age in the ACT, be able to demonstrate he or she is continuing to study for that qualifications and be approved by the Regulatory Authority to work as a qualified educator for children over preschool age.

All other educators required to meet the qualified educator to child ratio must:

- hold a qualification that is published on the national authority’s website www.acecqa.gov.au in the list of approved qualifications for first or second and subsequent qualified educators working with children over preschool age in the ACT <http://acecqa.gov.au/storage/ACT%20over%20pre-school.pdf>

FIRST AID QUALIFICATIONS

The approved provider must ensure that at least one educator attending the service:

- Holds a current approved first aid qualification;
- Has undertaken current approved anaphylaxis management training; and
- Has undertaken current approved emergency asthma management training.

An educator is taken to hold an approved first aid qualification or training if:

- The educator holds an approved qualification or training as published on <http://www.acecqa.gov.au/qualifications/>.

6 CHILD PROTECTION

The Approved Provider of an education and care service must ensure that the nominated supervisor, educators and other staff members who work with children are advised of the current child protection law and any obligations they may have under the law.

7 WORKING WITH VULNERABLE PEOPLE CHECK

The [Working With Vulnerable People \(Background Checking\) Act - 2011](#) requires a person over the age of 16 years who has contact with children, both paid and unpaid, whilst engaging in a regulated activity, unless they are exempt under the provisions of the Act, and to carry a valid registration card.

To comply with the *Working with Vulnerable People (Background Checking) Act 2011*, the Approved Provider/Nominated Supervisor must ensure that **all staff** working at Aranda Afters have a current Working With Vulnerable People [WWVP] card.

More information about Working With Vulnerable People [WWVP] requirements, and how to apply for a WWVP Card, is available from the [Access Canberra](#).

8 ROSTERING OF CONTRACTED STAFF

The Approved Provider and Nominated Supervisor will comply with award requirements in relation to rostering. The Director will:

- Post or display a staff roster where it can be easily accessed by all employees.
- Discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of the changes.
- Only change a contracted employee's rostered hours:
 - if the contracted employee is given seven days' notice of the change
 - if the employee agrees to the change; **and**

- to meet the needs of the service's OHSC and SVC Programs;

This does not apply in an emergency where there is an imminent or severe risk to people at the service or the service premises need to be locked down. An emergency does not include a parent being late to collect a child.

The Nominated Supervisor will adhere to the Service's Code of Conduct at all times while negotiating roster changes with staff. Where the employee's roster is changed without seven days' notice, they will be paid overtime on the changed hours until seven days have passed from the date notice of the changed roster was given.

The Director and the employee may agree to waive or shorten the seven day notice period. This agreement must be recorded in writing and form part of the time and wages records.

An employee may be transferred from one location to another within their rostered hours, and will be paid for the time taken to travel from one location to the other. Where an employee is required to permanently transfer to another location (other than by mutual agreement), they must be given seven days' notice of the change or paid at the overtime rate until seven days have passed from the date notice was given.

9 CASUAL EMPLOYMENT

A casual employee with Aranda Afters is a person who:

- Is engaged as such and must be paid the hourly rate payable for a full-time employee for the relevant classification plus a casual loading of 25%.
- is engaged for temporary and/or relief purposes.
- will be paid a minimum of two hours pay for each engagement
- may, by mutual agreement, be paid fortnightly, or at the termination of each engagement.
- will be paid in accordance with the penalties specified in clause 23 of the **Children's Services Award 2010** if they work in excess of eight hours on any one day or shift or 38 hours in any one week.

A casual employee's rostered shift may be changed or cancelled due to factors such as reduced daily enrolment numbers.

As much notice as possible of any change to a casual employee's rostered shifts will be provided to them.

10 SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- Office of Regulatory Services
- Working with Vulnerable People (Background Checking) Act 2011