



## P7-06: Staffing Arrangements including Determining Responsible Persons

Version Control	Date	Author	Description of Change
1.0	2019	QDPA	Original document
2.0	Feb 2021	QDPA	<ul style="list-style-type: none"> <li>Document reviewed with change in leadership team in 2021. Additional related regulations &amp; NQS references added. Version control and description box added to clarify reviewed items/new inclusions</li> <li>Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes</li> <li>Additional detail and descriptions added for individual roles</li> </ul>

### LINKS

<a href="#">Education and Care Services National Regulations</a>	4 (1), 10, 11, 115, 122, 123, 126, 130, 131, 132, 133, 134, 135, 136, 145, 146, 147, 148, 149, 150, 151, 152, 173, 240, 241, 242, 243, 244, 272, 372, 373, 379
<a href="#">National Quality Standard (NQS)</a>	4.1.1, 4.1.2, 4.2.1, 4.2.2, 7.1.2, 7.1.3

### RELATED POLICIES

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Supervision Policy	Privacy Policy Student and Volunteer Policy Dispute & Grievance Policy
--	--

### POLICY STATEMENT

The Queanbeyan & District Pre School Association (QDPA) aims to provide Educators 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 Leaders, design and implement programs that support children’s participation and engagement, interests, learning, and development.



## PURPOSE

To ensure our Preschools 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 the Association and QDPA Preschools.

## IMPLEMENTATION

Our Preschools 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. 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 '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 accredited in New South Wales as a primary or secondary school teacher AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)



## 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 their course, training plan and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements as 'suitably qualified persons.'
- Our Preschools will 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 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 Preschools 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 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; 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 272)
- 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 endeavour involving inquiry and reflection, which can significantly impact on the important work Educators do with children and families.



- The Director may nominate a qualified and experienced Educator to take on the Educational Leader role and responsibilities and this is required to be accepted in writing..
- 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.

### Nominated Supervisor

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 at least seven days prior to the Nominated Supervisor starting or as soon as practicable (not more than 14 days)

- The Nominated Supervisor must be 18 years of older
- The Nominated Supervisor must have successfully completed Child Protection training
- The Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, Regulations and National Standards.
- 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.

Within the Association, Nominated Supervisor positions in each Preschool are held by the Preschool Director.



## 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 can be the Director, 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.

- At Queanbeyan and District Preschool Association, all single unit preschools will have the role of Nominated Supervisor and Educational Leader carried out by the Director as stated in the Duty Statements.
- Our Preschools will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our Preschools 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 in charge of the preschool will in the absence of the Nominated Supervisor ensure that another responsible person (as defined by the National Law) is in charge of the preschool in consultation with the Board for extended absences.
- The Responsible Person will adhere to QDPA 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.

A responsible person can be:

1. The APPROVED PROVIDER – if this is an individual. If it is an organisation or company, then someone with management and control of the preschool.
2. The NOMINATED SUPERVISOR – this is a person designated by the preschool as the Nominated Supervisor.
3. A RESPONSIBLE PERSON who has been placed in day-to-day charge of the preschool.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;
2. Ensure the responsible person is appropriately skilled and qualified;
3. Ensure a responsible person is physically present at the preschool. A substitute for the responsible person will be in present where a Waiver is in place.
4. Ensure the responsible person has training in “Identifying and Responding to children and young people at Risk”



The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a “responsible person record”. This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the preschool.
3. Develop rosters in accordance with the availability of responsible persons, Centre operation and attendance patterns of children.
4. Ensure the responsible person has training in “Identifying and Responding to children and young people at Risk”

## Approved First Aid Qualifications

- QDPA is required to ensure at least one staff member or one Nominated Supervisor holds current qualifications for first aid, anaphylaxis management and emergency asthma management training.
- QDPA 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,
  - anaphylaxis management and
  - Emergency asthma management training.
  - (Approved qualifications are published on the ACECQA website)
- Preschools must have staff with current approved qualifications on duty at all times.
- It is the Staff and Educator’s responsibility to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training certificates and provide the Service 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 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 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 all employees of the Service will acquire a Working with Children Check.
- Management will keep a record of the expiry date of the Working With Children Check for all staff.
- Management will ensure the Working With Children Checks are verified before Nominated Supervisors or Responsible Persons are engaged at the Service.



- Verification of validity of Working with Children Checks is conducted every six months for best practice.

### Staff Record

- The Preschool 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.

### 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, rest, and transition routines.

- Our Preschools 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.
- Where there are water activities or high-risk experiences, Educators will ensure close supervision is maintained.
- Children will be supervised when hand washing and during toileting 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.

### 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 the hours each Educator works directly with children being educated and cared for by the Preschool.

- 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.
- QDPA 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 Preschools 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 (including parent volunteers)

- At no time will volunteers and/or 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 QDPA policies and procedures and the Preschool's Philosophy.

#### **Primary Policy [Students & Volunteers Policy]**

### Privacy

- Educators will adhere to the QDPA Privacy Policy in relation to children and their families, or matters relating to the Preschool and will at no time take part in inappropriate or unlawful conversations or discussions.
- The Director will ensure that students and volunteers are made aware of the QDPA Privacy Policy during their initial induction.
- All staff, Educators, volunteers and students are provided with information about the ECA Code of Ethics.





## EDUCATOR TO CHILD RATIOS

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

State	Age of children	Educator to child ratio
NSW	Over 36 months of age or over (not including children over pre-school age)	1: 10

## 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).

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

Revised National Quality Standard. (2018)