



# CHILDREN'S SERVICES Staffing Arrangement Policy

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## 1. Introduction

Coast Services Group Limited- Children's Services will maintain services at the required Educator to child ratios at all times based on the ages and number of children being educated and cared for at the Services. When calculating these ratios only those Educators working directly with children should be counted.

## 2. Definitions

A responsible person can be;

- The Approved Provider (a person from Children's Services who is in management or control of the service)
- Nominated Supervisor – this is a person designated by the Approved Provider as the Nominated Supervisor to manage the day to day operations of the Service.
- Certified Supervisor – a person who has been placed in day-to-day charge of the service.

## 3. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and services.

## 4. Policy

Each service will have a dedicated Educational Leader who will lead the development and implementation of educational programs in the service.

For Centre Based Care a responsible person will be physically present at the service at all times that the service is operating.

A responsible person can be;

- The Approved Provider (a person from Children's Services who is in management or control of the service)
- Nominated Supervisor – this is a person who is responsible for the management of the Service.
- Certified Supervisor – a person who has been placed in day-to-day charge of the service.

## 5. Procedures and Implementation

In accordance of Part 4.4 Staffing Arrangements Education and Care Services National Regulations.

**All Children's Services Educators will:**

- 5.1 Nominate an Educational Leader for each service. This appointment will be made in writing and written consent from that person will be sought.
- 5.2 Ensure Educational Leaders have a clear understanding of the role. Where possible extra time will be allocated to Educational Leaders in order for them to carry out their role.
- 5.3 Provide a Nominated Supervisor for each service type. This appointment will be made in writing and written consent from that person will be sought.
- 5.4 Designate Certified Supervisors for each service type. The appointment of Certified Supervisors will be made in writing to individuals and written consent from such people will be sought.
- 5.5 Designate Certified Supervisors to be the responsible person in the absence of the Nominated Supervisor. A register will be used to record who the responsible person has been during operating hours of the service.
- 5.6 Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person.
- 5.7 Ensure the responsible person is appropriately skilled and qualified.
- 5.8 Ensure a responsible person is physically present at the centre.
- 5.9 Display the name and position of Responsible Person in charge of the service, ensuring that it is easily visible in the families area or office area of a centre based service.
- 5.10 Ensure that staff and Educators hold or are working towards appropriate / relevant qualifications.
- 5.11 Only employ people who are over 18 years of age.
- 5.12 Only include Educators in the Educator to child ratio when they are working directly with the children.

**In relation to maintaining Educator to child ratios each service type will:**

**6. OSHC**

- 6.1 There will be a maximum of 15 children to one Educator.
- 6.2 There will be a maximum of 15 children to one Educator for excursions.
- 6.3 There will be a maximum of 5 children to one Educator for swimming related excursions.
- 6.4 Educators' will have regard to the size and composition of groups and arrange staff accordingly. This may include rostering additional staff members and or accessing the inclusion support program.
- 6.5 At least one person at the service must hold a current approved first aid qualification, including emergency asthma management and anaphylaxis management training.
- 6.6 There will always be someone in charge on the premises who has been assessed as a Responsible Person.

**7. Minimum Staff Numbers for Occasional Care**

- 7.1 There will be a minimum of two staff members present at all times.
- 7.2 When staff are sick or unable to attend work, appropriate relief staff will be employed to meet the required ratios.

7.3 For an emergency or if a staff member becomes sick, a replacement should be obtained where possible before the staff member leaves the centre.

7.4 Students will not be counted as part of the staff: child ratio, at any time.

7.5 Where possible extra Educators will be encouraged to participate to assist in providing a higher standard of care.

7.6 There will be a maximum of 4 children aged between 0-2 to one Educator

7.7 There will be a maximum of 8 children aged between 2-3 to one Educator

7.8 There will be a maximum of 10 children aged between 3-5 to one Educator

## **8. Governance Arrangements**

8.1 Day to day responsible person will be authorised to process the following actions to CCSS:

- Submit and amend attendances and absences
- Submit or amend ISS Claims
- Update enrolment details
- Create CWA agreement
- Retrieving Child Care Subsidy payments.

8.2 Each reporting individual has their own unique username and password and has been activated in the system by linking their personal Proda number. These details remain confidential.

8.3 Roles and delegations

## **9. Nominated and Certified Supervisors' responsibility and requirements**

- Enrolment details such as CRN date of birth are recorded directly from Parent enrolment form into Qik Kids Database
- An enrolment type is created using these details. CWA, RA , ACCS or an arrangement with an organisation (Families and communities, Burnside etc.)
- Family is required to sign CWA for the service
- Notify family when step 2 is completed so they can confirm their details on MyGov
- NS and CS to notify families that until confirmation of enrolment and all family assistance tasks are completed they will be required to pay fees at full cost without subsidy.
- NS/CS has access to reports through Qik Kids database to confirm changes to subsidies and changes to enrolments.
- Notify families that their eligibility is based on the information provided by CCMS and themselves. If their eligibility is incorrect the parent is required to provide us with documentation to support their claim.
- NS/CS mark rolls on session basis. After session is complete the roll is marked. These attendances are uploaded to CCMS by 6pm on Fridays.
- NS/CS update any changes to bookings when parents request and reprint CWA agreement for written confirmation and compliance.
- NS/CS notify families in relation to cessation of care. Child attendance cannot start or end on an absence. Any consecutive days relating to this will be charged at full fees.
- Notify families where they have reached 42 absences as any additional absent bookings may be charged at full fees. Information will be provided.
- Discuss the fee structure during parent orientation

- To refer to our Fee Policy, Attendance and Absent Policy, Enrolment Policy and Family Assistance Law book where applicable.
- To stay update with the latest changes relating to the Law and amend Policies and Procedures relating to these changes.

### **Other related policies and procedures**

- Acceptance and refusal of authorisation policy
- Fee Policy

### **Forms and Records**

- Educator sign in and out record
- Responsible person record sign in and out record