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## **Policy Statement**

Activity Centres Inc. believes that the Staff to Child Ratio is an important factor in determining the quality of care we provide. Activity Centres Inc. will aim to ensure that the Staff to child ratio of 1:15 will be maintained at all times to provide positive Staff, child and parent interactions.

Staff to child ratios will be in keeping with, or better than, those guidelines set in the Education and Care Regulations. In setting Staff ratios, consideration will be given to the activities undertaken, ages and abilities of the children and any special needs that the children may have.

## **Considerations**

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011
- ✓ 2018 Education and Care Services National Quality Standards
- ✓ My Time Our Place
- ✓ Network of Community Activities
- ✓ NSW Children and Young Persons (Care and Protection Act) 1998
- ✓ ACI Policies and Procedures

## **Procedures**

- Education and Care Services Regulation 123 states - for children over pre- school age, 1 Educator to 15 children.
- Educators must be working directly with the children to be included in the ratios.
- Ratios are calculated across the Service.
- A risk assessment will take place if it is decided to work outside these ratios, the age and maturity of the children will be taken into consideration, along with the experience and qualifications of the Staff and also include the activity that will take place to ensure that the children and Staff are safe to participate.
- Ratios will be monitored and adjusted depending on the needs of the children, extra Staff may be needed for children with high support needs, and the needs of the Staff will be taken into consideration to avoid stress levels and Staff being burnt out.
- There will be a minimum of 2 Staff members present at all times whilst the children are being cared for.
- The Manager will ensure suitable Staff are available to cover any shifts that become available due to Staff illness, annual leave or resignation.
- In the case of an emergency or if a Staff member becomes ill whilst at work, the Coordinator or Manager shall try and get a casual to come in as soon as it is possible for the Staff to arrive safely.
- If there is Management Committee member's that are listed on Provider Approval onsite they can be counted in the ratios.
- If there are volunteers present they can be counted in the ratios.
- If there are any students on placement or work experience they cannot be counted in the ratios.

## **Checklist for Staff**

- Ensure that there is sufficient Staff in the area you are supervising to make the activity safe, for example rough and tumble or risky activities may require additional Staff, whereas quiet activities such as board games and movies will allow for less Staff and more children.
- Ensure communication is available i.e. phone or walkie talkies so you can ask for assistance if required.
- Inform the Responsible Person, Coordinator or Manager if you feel Staff to child ratios are being compromised

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 19<sup>th</sup> September 2018**  
**Staff:Child Ratio Policy is to be reviewed by the 19<sup>th</sup> September 2020**