
Policy Statement

We believe that Staff to Child Ratio is an important factor in determining the quality of care we provide. We will maintain Staff to child ratio to provide positive Staff, child and parent interactions. Staff to child ratios will be in keeping with the 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, any special needs that the children may have as well as the experience, skills and abilities of the Staff.

Procedures

- ✓ Education and Care Services Regulations 123 Educator to child ratio states for OOSH Services –
 - 1 Educator to 10 children for children under School age (for onsite Preschool children).
 - 1 Educator to 15 children for children over Preschool age.
- ✓ If children are of mixed ages, the minimum number of Educators for the children will meet the requirements above.
- ✓ Educators must be working directly with the children to be included in the ratios.
- ✓ Ratios are calculated across the Service as per Risk Assessment (and not for each room/area).
- ✓ Ratios will be monitored and adjusted depending on the needs of the children. Additional Educators may be required for children with additional support needs.
- ✓ The skills and experience of Educators will be taken into consideration.
- ✓ Educators will assess the area they are supervising to determine if more supervision is required. For example, areas of rough and tumble or risky play may need an extra Educator/s, while low risk or quiet activities such as board games or watching a movie will require less Educators in that specific area.
- ✓ The Manager will ensure suitable Educators are available to cover any shifts that become available due to Staff illness, annual leave or resignation.
- ✓ In the event of an emergency or if an Educator becomes ill whilst at work, the Coordinator or Manager will try and have a Casual come in as soon as it is possible for the Educator 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 is a Casual Educator completing their Induction Shift onsite, they can be counted in the Ratios.

Procedures – Vacation Care - Excursions & Incursions

- ✓ Ratios will be determined after the Vacation Care Coordinator has completed/reviewed the Risk Assessment for each Venue or activity.

Procedures – one Educator at a Service

- ✓ Management will notify parents and the School that the Service will operate with one Educator on Site.
- ✓ Management will ensure a Responsible Person will be onsite.
- ✓ An Educator may be required to work on their own for Before, After or Vacation Care, if enrolments are below the 1:15 Ratio and 1:10 Ratio for Preschool aged children and a Risk Assessment has been completed to operate with one Educator on site.
- ✓ If a situation arises that would cause the Service to operate with one Educator, Management and Staff will adhere to the Child Safe Standards and our Child Safe Environment Policy to protect children and provided adequate supervision.
 - Situations that may arise to cause Service to operate with one Educator –
 - Decrease in Enrolments due to an infectious disease
 - School/s Enrolments decrease and therefore Service Enrolments decrease
 - Natural disasters

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- Not financially viable for the Organisation to have 2 Staff on Site
 - ✓ A Risk Assessment will be compiled taking into consideration –
 - age and maturity of the children
 - children with additional support needs.
 - the experience, skills and qualifications of the Educator that will be onsite
 - the activities that will take place.
 - ✓ Emergency Phone Numbers for the Service will be displayed either near the Office Desk, landline phone or prominent area that all Educators and children have access to and entered into Service Mobile Phone.
 - ✓ Educators working at the Service on their own must observe and adhere to Work Health and Safety Practices and our Work Health and Safety Policy.
 - ✓ If a child becomes sick or injured, the Educator will assess the situation and –
 - Cease programmed activities (if required) for a period, until Educator has provided first aid and or suitable care to the child.
 - Contact Management or Emergency Services (if required).
 - ✓ If an Educator becomes sick or injured –
 - Educators will have regular conversations and practice drills (at least 3 per Term for each Session of Care) with the children on what to do in the event of a situation arising. School Staff will be notified that the Service will be doing a practice drill and that children may approach them for assistance.
 - If there are School Staff on site, a responsible child, if present, will be asked to assist in the situation eg. go to School Office or contact Management.
 - ✓ Administration of Medication to children -
 - May be administered by one Educator (as outlined in Medication Administration Policy). The Educator will check –
 - A Medication Form has been completed and signed by a Parent/Guardian and the Service Coordinator.
 - The identity of the child to whom medication is to be administered.
 - The dosage of medication to be administered.
 - ✓ Children and Educators using toilet
 - Children will ask Educator to use the toilet. Educator will monitor the amount of time child has been and if an unreasonable amount of time has passed the Educator will send two responsible children to follow up on the child's whereabouts. If Teacher or Support Staff are on site, ask for their assistance.
 - Educators, where possible will use the toilet outside of face to face hours. If Educator needs to use the toilet while children are in care, children will need to be within one area of the Service. A Committee Member onsite may be asked to assist.
 - If there is Management Committee member's that are listed on Provider Approval onsite, they will be asked to assist.
 - ✓ Emergency and Evacuation Procedures will –
 - Be practiced as per Education and Services National Regulations and Law and Emergency Policy.

We will continue to evaluate and assess our Procedures for an Educator to work on their own at our Services. This will be done through ongoing Critical Reflection, Daily Checklists, reviewing of Risk Assessments, Professional Learning and discussion with Management, Educators, families and the School Community.

Considerations

Education and Care Services National Law

162	Offence to operate education and care service unless responsible person is present
162A	Persons in day to day charge and nominated supervisors to have child protection training
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
168	Offence relating to required programs
169	Offence relating to staffing arrangements
170	Offence relating to unauthorised persons on education and care service premises
171	Offence relating to direction to exclude inappropriate persons from education and care service premises
174	Offence to fail to notify certain information to Regulatory Authority
301	National regulations

Education and Care Services National Regulations

73	Educational program
74	Documenting of child assessments or evaluations for delivery of education program
77	Health, hygiene and safe food practices
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious disease
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
95	Procedure for administration of medication
97	Emergency and Evacuation procedures
98	Telephone or other communication equipment
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
103	Premises, furniture and equipment to be safe, clean and in good repair
109	Toilet and hygiene facilities
117A	Placing a person in day to day charge
117B	Minimum requirements for a person in day to day charge
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre based services
271	Educator to child ratios—children aged 36 months or more but less than 6 years
136	First aid qualifications
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

Education and Care Services National Quality Standards

Staff/Child Ratio Policy

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health	2.1.1 Wellbeing and comfort
		2.1.2 Health practices and procedures
	2.2 Safety	2.2.1 Supervision
		2.2.2 Incident and emergency management
		2.2.3 Child protection
QA 6 Collaborative partnerships with families and communities	6.2 Collaborative partnerships	6.2.3 Community Engagement
QA 7 Governance and Leadership	7.1 Governance	7.1.1 Service philosophy and purpose
		7.1.2 Management Systems
		7.1.3 Roles and Responsibilities
	7.2 Leadership	7.2.1 Continuous improvement

Activity Centres Inc. Policies and Procedures

Child Protection	Programming
Child Safe Environment	Reporting to the Regulatory Authority
Emergency	Responsible Person
Enrolment	Security
First Aid – Management of Incident, Injury, Illness and Trauma	Smoking, Drugs and Alcohol
Hygiene and Cleaning	Staff Code of Conduct
Infectious Diseases	Supervision
Laundry	Volunteers and Student Placement
Medical Conditions	Work Health and Safety
Medication Administration	

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel, safe, secure and supported
<u>Learning Outcome 4</u> Children are confident and involved learners	<ul style="list-style-type: none"> Children transfer and adapt what they have learned from one context to another

Legislation

NSW Children and Young Persons (Care and Protection Act) 1998	Guide to the National Quality Framework
NSW Government – Early childhood Education – Regulation and compliance	Education and Care Services National Regulations
Children (Education and Care Services) National Law	

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

Endorsed by the Management Committee on the 30 August 2022

Physical Environment Policy is to be reviewed by the 30 August 2024