

STAFFING POLICY

Activity Centres Incorporated (ACI) aims to engage educators, staff 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 are protected at all times through appropriate supervision in accordance with legislated ratios and best practice. Our educators, in collaboration with the Educational Leader, design and implement programs that support children’s participation, engagement, interests, learning, and development.

All staff are expected to maintain a professional appearance and wear attire that is safe, practical, and appropriate for a care environment, allowing them to be easily identifiable and to perform their duties without risk of personal injury.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children’s learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, Educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, Educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S.5AA	Meaning of inappropriate conduct
S. 56	Notice of addition of nominated supervisor
S. 56A	Notice of change of a nominated supervisor's name or contact details
S. 87	Application for service waiver for service
S. 161	Offence to operate education and care service without nominated supervisor

S. 161A	Offence for nominated supervisor not to meet prescribed minimum requirements
S. 162	Offence to operate education and care service unless responsible person is present
S. 162A	Child protection training Offence relating to child protection training
S. 162B	Child safety training
S.166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct
S. 169	Offence relating to staffing arrangements
S. 172	Offence to fail to display prescribed information
S. 173	Offence to fail to notify certain circumstances to Regulatory Authority
S. 174	Offence to fail to notify certain information to Regulatory Authority
S. 174AA	Educators and other staff members of education and care service to notify certain information
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA
S. 175	Offence relating to requirement to keep enrolment and other documents
Part 6A	Devices in education and care services
S. 178	Suspension of education and care by certain persons
S. 178A	Supervision of certain persons providing education and care
S. 188A	False or misleading information about certain notices
S. 188	Offence to engage person to whom prohibition notice applies
S. 188A	Offence to give false or misleading information to approved provider about prohibition notice False or misleading information about certain notices
4 (1)	Definitions
10	Meaning of <i>actively working towards</i> a qualification
13	Meaning of <i>working directly with children</i>
35	Notice of addition of new nominated supervisor
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge

117C	Minimum requirements for a nominated supervisor
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174	Time to notify certain circumstances to regulatory authority
177	Prescribed enrolment and other documents to be kept by approved provider
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379	Educators required to be early childhood teachers



RELATED CHILD SAFE STANDARDS	
1	Child Safety is embedded in organisational leadership, governance and culture.
3	Families and Communities are informed and involved
4	Equity is upheld and diverse needs are taken into account
5	People working with children are suitable and supported
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimise the opportunity for abuse to occur
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Code of Conduct Policy	Staff training and Development Policy
Child Protection Policy	Maintenance of Records Policy
Child Safe Environment Policy	Responsible Person Policy
Grievance and Complaints Management Policy	Staff Recruitment Policy
Emergency Policy	Probation Induction and Orientation Policy
Excursion/Incursion Policy	Safe Use of Digital Technologies and Online Environments Policy
Management Committee Policy	Safe Transportation Policy
Incident, Injury, Trauma and Illness Policy	Sleep and Rest Policy
Performance Management Policy	Supervision Policy
Privacy Policy	Visitors Policy

PURPOSE

In accordance with the Education and Care Services National Regulations, the Approved Provider ensures that policies and procedures relating to staffing arrangements are in place and that reasonable steps are taken to ensure they are followed. ACI employs educators and staff who meet relevant qualification and experience requirements and maintains legislated educator-to-child ratios at all times. We are committed to ensuring that children's safety, rights, and best interests remain the paramount consideration in all Service operations, decisions, and practices.

All staff are also expected to maintain a professional appearance and wear attire that is safe, practical, and appropriate for a care environment, allowing them to be easily identifiable and to carry out their duties without risk of personal injury.

SCOPE

This policy applies to Staff, Educators, Management, Approved Provider, Nominated Supervisor, Students and Volunteers of the Organisation.

IMPLEMENTATION

ACI is committed to the safety, wellbeing, and protection of all children and young people attending the Service. Staffing arrangements will comply with legislated educator-to-child ratios and take into account educator qualifications, skills, and experience to meet the Education and Care Services National Regulations and National Quality Standard. While there are no national qualification requirements for educators working in school-age care services, ACI ensures all staff are appropriately supported to meet service expectations and regulatory requirements.

All staff must adhere to the Service's child safety policies, including Child Protection, Child Safe Environment, and Safe Use of Digital Technologies and Online Environments. ACI follows all legislative requirements regarding the taking and use of images or videos of children.

STAFFING ARRANGEMENTS

Under the Education and Care Services National Regulations, the approved provider must ensure the Service meets minimum staffing arrangements including:

- nominating a responsible person to oversee the day-to-day operation of the Service
- employing staff who meet early childhood teaching, diploma and Certificate III qualifications (Early Childhood Services/Pre Schools) hold required qualifications including anaphylaxis and emergency asthma management training, first aid, CPR and child protection training
- adhering to educator to child ratios
- ensuring an appropriately qualified and experienced educational leader is employed to lead the implementation of the educational program under the approved learning framework
- ensuring each staff member is considered fit and proper to work with children and hold a valid Working with Children Check (WWCC)
- ensuring any applications for staffing Service waivers meet National Law and National Regulation requirements, including all required documentation
- cooperating with the regulatory authority and complying with any directions or orders issued by the regulatory authority regarding a show cause, suspension or supervision notice provided to an employee, including removing the person from engagement with children immediately.

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 nominated supervisor has a range of responsibilities under the National Law and Regulations including, but not limited to, 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:

- ensure a Nominated Supervisor is nominated for the Service and display the name of the Nominated Supervisor in a place that is clearly visible to staff, educators, families and visitors
- notify the regulatory authority at least seven days prior to the Nominated Supervisor or as soon as practicable (no more than 14 days after the nominated supervisor has commenced employment in the position)
- ensure the regulatory authority is notified if the Nominated Supervisor ceases employment at the Service, is removed from the role or withdraws consent to the nomination
- ensure the Nominated Supervisors meets the following requirements:
 - must be 18 years of older
 - holds a valid WWCC
 - have adequate knowledge and understanding of the provision of education and care to children and has the ability to effectively supervise and manage an education and care Service (Reg. 117C)
 - have the ability to adequately supervise and manage an education and care service
 - have successfully completed a course in child protection approved by the regulatory authority
 - have completed mandatory child safety training and be aware of mandatory reporting obligations
 - have a history of compliance with *Education and Care National Law* and other relevant laws (e.g., Family Law)
- ensure the Nominated Supervisor signs a Compliance History Statement and a Prohibition notice declaration
- remove the Nominated Supervisor from the role if a compliance action is determined against them or concerns are held regarding their suitability to meet the requirements of the role.

The Nominated Supervisor will:

- accept the role in writing, to ensure they have a clear understanding about their role and responsibilities
- ensure the Service program is reflective of the approved learning framework, incorporate the children's interests, and experiences, and consider the individual differences and needs of each child
- adhere to Service policies ensuring a safe and healthy environment is provided
- register with PRODA and complete required background checks, including WWCC and criminal history record check.

RESPONSIBLE PERSON

The responsible person can be the approved provider, a nominated supervisor or a person with management or control, placed in day-to-day charge of the Service. ACI will ensure there is always a Nominated Supervisor or responsible person on the premises when children are being educated and cared for.

The Approved Provider or Nominated Supervisor will:

- ensure any persons nominated as a responsible person placed in day-to-day charge are at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service (Reg. 117B)
- clearly communicate the responsible person on duty with families, educators, staff and visitors by displaying this information in family area
- ensure the responsible person adheres to Service policies and procedures and maintain a safe and healthy environment for children
- ensure the responsible person always acts with professionalism when dealing with children, educators, visitors, families and volunteers
- ensure the responsible person accepts the role in writing, to ensure they have a clear understanding about their role and responsibilities (Reg.117A)
- ensure the responsible person has a history of compliance with *Education and Care National Law* and other relevant law (e.g., Family Law)
- ensure the responsible person has successfully completed a course in child protection approved by the regulatory authority
- ensure the responsible person has successfully completed mandatory Child Safety training and be aware of mandatory reporting obligations.

QUALIFICATIONS

ACI will comply with the Education and Care Services National Regulations (Reg. 126) and ensure that at least 50 % of educators required to meet the relevant educator to child ratios for centre-based Services (Early Childhood Education (ECE) Service) must have or be actively working towards an approved diploma level education and care qualification (or higher). All other educators required to meet the educator to child ratios at our Service, must hold, or be actively working towards at least an approved certificate III level education and care qualification.

Qualification and ratio requirements apply as soon as children are present at the Service. If only one staff member is present during the Service's opening or closing times, that educator must hold a minimum diploma level qualification when children are present (ECE service only)

Under the NQF a person is considered a diploma qualified educator if they:

- hold an approved diploma level qualification, or
 - hold a former approved diploma level qualification completed before January 2012, or
 - hold a qualification that ACECQA has assessed as equivalent to an approved diploma level educator qualification.
- If an individual is ‘actively working towards’ an approved qualification, they may be counted as a diploma level educator if they meet the requirements determined by ACECQA.
- an individual who is ‘actively working towards’ an approved early childhood teaching qualification and has completed at least 50% of the qualification or
 - an individual who holds an approved qualification as listed on [the ACECQA website](#) that is approved by the National Authority or
 - an individual who holds a qualification as approved by the National Authority, or
 - an individual who is registered (accredited in NSW) as a primary or secondary school teacher in Australia and holds an ACECQA approved early education and care diploma (or higher approved qualification).

‘SUITABLY QUALIFIED PERSON’ DEFINITION

ACECQA determines the following qualifications as requirements for a ‘suitably qualified person’: an individual who holds an approved qualification as listed on the ACECQA website that is approved by the National Authority or an individual who holds a qualification as approved by the National Authority.

ACTIVELY WORKING TOWARDS DEFINITION

An educator who is enrolled in a course for an [ACECQA approved diploma level or higher qualification](#).

Educators can be counted towards meeting the listed qualification if they meet the following criteria:	
Certificate III level	<ul style="list-style-type: none"> • have commenced the course, and • are making satisfactory progress toward completing the course, and • are meeting the requirements for maintaining the enrolment.
Diploma level	<ul style="list-style-type: none"> • are enrolled in a course for an approved diploma level or early childhood qualification-ACECQA approved diploma level or higher qualification and, • provide documentary evidence to the approved provider that they: <ul style="list-style-type: none"> ○ have started the course and ○ are making satisfactory progress toward completing the course and ○ are meeting the requirements for maintaining enrolment, and ○ hold an approved certificate III level education and care qualification, or ○ have completed the percentage of total units of study required for completion of an approved early childhood teaching qualification, as determined by ACECQA

Taken to be an early childhood teacher (Reg. 242)	<ul style="list-style-type: none">• are enrolled in a course for an approved early childhood qualification and,• provide documentary evidence such as a transcript or letter from the course provider that they:<ul style="list-style-type: none">○ have started the course, and○ are making satisfactory progress towards completion of the course and,○ are meeting the requirements for maintaining enrolment, and○ hold an approved diploma level qualification, or○ have completed at least 50% of the course.
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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 Approved Provider will:

- nominate a qualified and experienced educator to take on the educational leader role and responsibilities (Reg.118)
This nomination and acceptance will be in writing.
- ensure the name of the educational leader is displayed at the Service in a place that is clearly visible to staff, educators, families and visitors (Reg.173)
- support the educational leader to fulfill their responsibilities by ensuring opportunities for professional development to support continuous improvement
- ensure the educational leader is aware of the responsibilities and obligations of the role to lead the development and implementation of educational programs in the Service.

The educational leader will:

- accept the position, in writing
- keep a record about how they mentor and guide educators of the Service to ensure continuous improvement
- guide educators to provide a range of learning experiences that cater for the needs and interests of children through play and leisure opportunities
- maintain evidence about the development of the learning program and the alignment to *Early Years Learning Framework* and the *My Time, Our Place* (V2.0) framework
- be able to demonstrate an understanding of the responsibility and obligations of the role.

EARLY CHILDHOOD TEACHER (ECE SERVICES ONLY)

An early childhood teacher (ECT) is an individual who:

- holds an approved early childhood teaching qualification, or

- holds a former approved early childhood teaching qualification that commenced before 1 January 2012, or
- holds a qualification in accordance with ACECQA qualification list, or
- holds a qualification that ACECQA has assessed as equivalent to an approved early childhood teaching qualification.

ACI will:

- engage and have access to an ECT based on the number and age of children attending the Service
- ensure the ECT or suitably qualified person is physically present at the Service or is considered in attendance in accordance with National Regulations
- keep a record when an ECT is replaced by a person who holds an approved diploma level or primary teaching qualification, including details as outlined with Reg. 152B, including:
 - the full name of the educator or Early Childhood Teacher
 - the qualification of the educator or Early Childhood Teacher who is replaced
 - the qualification of the person who replaced the educator or Early Childhood Teacher
 - the date/s on which the educator or Early Childhood Teacher was replaced
 - the reason for the educator or Early Childhood Teacher absence
- keep records regarding the period that an ECT is in attendance at the Service
- [For Services with fewer than 25 children] records will document the period that an ECT is working with Service (online or in person), working directly with children and not working directly with children (Reg. 152).
- fewer than 25 children per day - ensure access to an ECT for at least 20 per cent of the time the service provides education and care (this access can be remote via information communication technology) (Reg.130)

FOR NSW SERVICES:

ACI will employ an ECT in accordance with the following requirements based on the number of children attending the Service:

For 25 to 29 children:

- one early childhood teacher must 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 % of the operating hours of the Service on that day, if the Service operates for less than 50 hours a week

SHORT-TERM RELIEF REPLACEMENT (ECE SERVICES ONLY)

From 1 July 2023, certificate III, diploma-qualified educators and early childhood teachers (ECTs) may be replaced during short-term absences (e.g. illness, leave or resignation), with limits of up to 30 days per year for educators and 60 days per

year for ECTs or suitably qualified persons, provided the Service continues to meet regulatory requirements. ACI will maintain records of all replacements, including names, qualifications, dates and reasons for absence. Replacement staff must hold appropriate qualifications, such as a diploma or primary teaching qualification, in line with the role being covered.

WORKING WITH CHILDREN CHECK

To comply with National Regulations for those undertaking paid or voluntary child-related work all employees, volunteers and students of the Service will acquire a WWCC prior to beginning any role in the Service (including orientation, volunteering).

The Approved Provider or Nominated Delegate will:

- keep and maintain accurate records of the status and expiry date of the WWCC for all staff, volunteers and students
- verify all WWCC before any staff, educators, students and volunteers are engaged or commences work in any capacity at the Service, to ensure the children are protected at all times.
- check the [NQA ITS portal](#) during the recruitment process for any prohibition notices issued to a potential employees and or visitors, volunteers and students.
- ensure any notifications or concerns regarding a person's fit and proper status, negative notice or WWCC are recorded and steps taken immediately to ensure the person is not working directly with children in accordance with directions from the Office of the Children's Guardian.
- require staff, volunteers and students to notify the approved provider, within 72 hours of the event, or within 24 hours of becoming aware of the event, of any changes to their WWCC status, changes to their teacher registration or fit and proper status (including show cause notice, suspension notice, supervision notice, disciplinary notices/orders or prohibition notices).
- notify the regulatory authority within 24 hours of becoming aware of the event or becoming aware of changes to a staff/educator WWCC status including negative notices or changes to teacher accreditation or registration.
- ensure any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children.
- ensure a staff member, employee, volunteer, or contractor is not employed or engaged at the Service if the person is prohibited from working with children, including a prohibition notice in force provided under the National Law in any state or territory in Australia.

APPROVED FIRST AID QUALIFICATIONS/ANAPHYLAXIS AND EMERGENCY ASTHMA MANAGEMENT TRAINING

- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid (including cardio-pulmonary resuscitation), anaphylaxis management and emergency asthma management training.
- The Approved Provider 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 (including cardio-pulmonary resuscitation renewed every 12 months)
 - anaphylaxis management training and
 - emergency asthma management training.
- Services must have a staff member with current approved qualifications on duty and be immediately available in an emergency
- It is the staff and educator's responsibility to ensure they maintain current first aid (including cardio-pulmonary resuscitation), anaphylaxis management and emergency asthma management training qualifications 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. ACI will endeavour to book relevant training and cover the cost for all permanent employees.
- approved first aid qualifications and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months

STAFF RECORD

Approved Provider or Nominated Delegate must keep accurate and up to date information about the nominated supervisor, educational leader, staff, volunteers, students, and the responsible person at the Service including:

- Identity and contact information (including full name, address and date of birth)
- role at the service
- place of employment
- qualifications held (including evidence of working towards qualifications)
- if applicable, evidence that the staff member/educator is actively working towards a qualification. If this is the case, the following must be recorded:
 - Proof of enrolment.
 - Documentary evidence that the staff member/educator has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment

- approved training completed (including first aid training, current approved anaphylaxis management training, approved emergency asthma management training and approved Child Protection)
- current Working with Children Check (WWCC) or, Australian National Police Check and teacher registration (if applicable)
- PRODA RA number (if applicable)
- evidence of the nominated supervisor, responsible person and educational leaders written consent to the appointment.

This information will be collected and maintained digitally within the [National Educator Register](#). The approved provider will ensure the National Register is updated within 14 days of a person being employed, engaged or appointed or within 14 days of changes to information. ACI will ensure records are kept in accordance with Reg. 145 and our *Maintenance of Records Policy*.

ADEQUATE SUPERVISION

ACI adheres to the educator-to-child ratios outlined in the *Education and Care Services National Regulations* and requires educators to comply with our *Supervision Policy* and designated floor plans to ensure effective supervision. Educators will actively monitor children at all times, adjusting supervision to suit group needs, maintaining visibility and accessibility, and work together to ensure safety and well-being during all activities, including transitions, rest, toileting, and transportation. Any person providing education and care and working directly with children are not to have in their possession any electronic device that can take images or videos or personal storage and file transfer media.

EMERGENCY SITUATIONS- ADDITIONAL CHILDREN

Under Reg. 123, additional children may attend the education and care Service, for a maximum of 2 days, exceeding the required child to educator ratios in the event of an emergency where a child or 2 or more children from the same family require emergency care due to a child protection order or an urgent health care need of a parent that prevents them from caring for the child/ren. The approved provider will not permit an additional child or additional children to be educated and cared for at the Service unless the approved provider determines, on reasonable grounds, that accepting the child/ren will not adversely affect the health, safety or wellbeing of children already attending the Service.

Any such decision will consider educator to child ratios, the qualifications and experience of educators on duty, the nature of the emergency, the needs and vulnerabilities of all children present and the Service's capacity to maintain compliance with all regulatory requirements. All decisions including the rationale and any risk assessment undertaken, will be documented and notification provided to the regulatory authority within 24 hours.

WORKING DIRECTLY WITH CHILDREN

National Regulations state that an educator cannot be included in calculating the educator to child ratio of a 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 Service.

- To ensure compliance with regulations, our Service 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
- Additionally, the rooms and times that each educator is allocated to work directly with children and their WWCC numbers will be recorded on the working with children record

ROSTERS

- ACI will ensure the roster and routine provides adequate supervision of children at all times
- Consideration will be made to engage educators to maintain 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.
- The staff roster will be planned in advance to ensure regulation requirements are met, including staff qualification and first aid qualification requirements.

STAFF DRESS CODE

ACI aims to provide a dress code appropriate for our environment and to reduce the risk of personal injury, whilst being identifiable as an employee of the Organisation.

- Staff, Students & Volunteers will receive information regarding dress code during induction
- All staff are required to wear name badges whilst at work; these will be provided by the Organisation during Induction
- ACI will provide a uniform, including a work shirt and hat with the Organisational logo. This is to be kept clean and well maintained. All uniforms are to be returned at the end of employment
- If a work uniform (shirt) is unable to be worn- for any reason- staff are permitted to wear a plain coloured t-shirt or buttoned shirt, along with their name badge
- Hats are to be worn in accordance with the Sun Protection Policy
- If wearing a long sleeve shirt under work uniform, it must be a plain neutral colour (black, white, grey etc.)
- Jackets, jumpers, coat will be provided with the Organisational logo, however if an employee does not receive one for any reason, a black plain jacket/coat/jumper can be worn
- There is no preferred style of pants, as long as they are of appropriate length (just above knee) and are plain black.
- Tights/leggings are acceptable, provided they are not see-through

- Flat and enclosed shoes must be worn at all times, unless engaged in a programmed activity that may require shoes to be removed, in the event of an emergency evacuation, ACI takes no responsibility for Staff not wearing the appropriate shoes at the time
- Hair needs to be neat and tidy and is to be tied back when preparing or serving food
- Any tattoos or images that a reasonable person would deem offensive or could cause distress to a child, must always be covered
- To avoid personal injury, facial piercings such as nose, eyebrow etc. must be kept to a minimum, studs only, no protruding pieces or hoops will be allowed. Large hoop or dangly earrings are not recommended.

STUDENTS, VOLUNTEERS AND VISITORS

The Approved Provider will ensure that students, volunteers and visitors meet any requirements for WWCC and record and verify each student, volunteer or visitors WWCC (where required). At no time will students, volunteers and/or visitors be left alone with a child or group of children. Students, volunteers and/or visitors are not included in the educator to child ratio. Management will ensure ACI's *Visitor Policy* is followed at all times. All volunteers and students will be inducted into the Service to ensure they adhere to the Service's policies and procedures including *Child Protection, Safe Use of Digital Technologies and Online Environments*, our Statement of Philosophy and Code of Conduct.

PRIVACY

- Staff and educators will adhere to ACI's *Privacy Policy* and Privacy Law in relation to children and their families, or matters relating to the Service and will at no time take part in inappropriate or unlawful conversations or discussions.
- The Nominated Supervisor will ensure that students and volunteers are made aware of ACI's privacy and confidentiality policy and Privacy Law during their initial induction.
- All staff, educators, volunteers and students are provided with information about the Early Childhood Australia (ECA) Code of Ethics through induction and regular reflection.

STAFF EMPLOYED UNDER 18 YEARS OF AGE

Our Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times by an educator who is over 18 years of age.

STAFF RECRUITMENT

ACI will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available, as per the Organisations *Recruitment Policy*. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role

and position. The recruitment process is aligned with legislative obligations, our Service's child safe culture, values and support diversity and inclusion (*See Recruitment Policy*).

POLICIES AND PROCEDURES

ACI will ensure a copy of the policies and procedures are available to all staff at all times, either electronically or in hard copy. The Approved Provider will ensure steps are taken to ensure staff follow policies and procedures through the following practices:

- new staff members are to read and acknowledge key policies and procedures during the induction process
- policy review will be systematic and occur on a regular basis to support regular review and maintenance of policies and procedures
- staff are requested to provide feedback following policy reviews
- policy review will be conducted following updates to legislation or regulation amendments or following an incident or complaint or as per ACI schedule
- the *Staff Signature Page* is completed by each staff member
- performance reviews and improvements plans may be linked to policies and procedures
- checklists and audits will be used to identify any practices inconsistent with policies and procedures
- the *Performance Management Policy* outlines procedures for dealing with non-compliance of policies
- Performance improvement plans reflect expectations of behaviours required from staff linked to policies and procedures

ONGOING SUITABILITY

ACI will ensure staff and educators remain fit and proper to work with children at all times. Any concerns, allegations or suspicions regarding child safety will be reported and responded to in accordance with the *Child Protection Policy and Child Safe Environment Policy*. All staff or educators employed with the Organisation must inform the approved provider of any changes to their fit and proper status within 24 hours, including any prohibition or disciplinary notices/orders (including show cause notice, suspension notice, supervision notice or enforceable undertaking). The Approved Provider will conduct annual WWCC audits and complete NQA ITS register checks with any negative findings reported and investigated.

Reports will be made to relevant authorities as required (e.g. regulatory authority, child protection agency, reportable conduct scheme or police in accordance with Child Safety policies). ACI will comply with all directions issued by relevant agencies following any notifications of reportable conduct, including ensuring the staff member or educator does not attend the premises or engage in education and care during the investigation. Where an investigation is underway the staff member or educator will be immediately removed from duties involving working directly with children.

EDUCATOR TO CHILD RATIOS

State	Age of children	Educator to child ratio
NSW	Birth to 24 months	1: 4
	Over 24 months and less than 36 months	1: 5
	Over 36 months of age or over (not including children over pre-school age)	1: 10
	Over Pre-School age	1:15

SOURCES

Australian Children’s Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2025). [Educators Who are ‘Working Towards a Qualification’](#). Information Sheet.

Australian Children’s Education & Care Quality Authority. (2021). Policy and procedure guidelines. [Staffing Guidelines](#).

Australian Children’s Education & Care Quality Authority. (2023). [Short Term Relief of Educators at Centre-Based Services](#)

Australian Children’s Education & Care Quality Authority. (2024). [Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For the National Model Code](#).

Department of the Officer of the Privacy Commissioner: www.privacy.gov.au

[Children \(Education and Care Services\) National Law \(NSW\)](#) (For NSW Services only)

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Law Act 2010](#).

[Education and Care Services National Regulations](#). (Amended 2025)

NSW Government. Office of the Children’s Guardian: [Working with children check](#)

REVIEW

POLICY REVIEWED BY	Jessie McCulloch, Rachael Bajo & Natasha Foenander	Role: Head Office	Date: March 2026
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	G.M & H.C (18.3.26)	UPDATES/MODIFICATIONS	-New policy that supersedes “staff child ratio Policy, Staff Professionalism Policy & Staff dress code policy” -Streamline policies
NEXT REVIEW DATE: March 2027			