
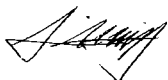


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|  <p><b>YMCA</b><br/>We build strong <b>PEOPLE</b><br/>strong <b>FAMILIES</b><br/>strong <b>COMMUNITIES</b></p> | <b>Management Area:</b><br>CHILDRENS SERVICES | <b>Pages:</b> [03]<br><b>Version No:</b> [02]<br><b>Date:</b> [01/12/2009]                         |
|   | <b>Sub section (if applicable):</b>           | <b>Signed:</b>  |
| <b>Policy Title: STAFF:CHILD RATIOS</b>   |   | <b>Author: CHILDCARE TASKFORCE</b>   |

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

The YMCA believes that the child:staff ratio is an important factor in determining the quality of care that we provide. We aim to maintain positive staff, child and parent interactions and quality and safe care through ensuring that we meet the minimum standards outlined in the National Standards.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Excursion Policy
- 3.3. Participation and Access Policy
- 3.4. Professionalism Policy
- 3.5. Safe Environment Policy
- 3.6. Safeguarding Children & Young People Policy

## 4. Responsibilities & Delegations


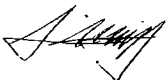
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Voluntary Code of Practice

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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## PROCEDURES

### Staff :child ratios

The staff:child ratios as outlined in the Standards will ideally be met at all times.


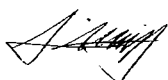
- 1.1.1 There will be a maximum of 15 children to 1 staff member.
- 1.1.2 There will be a maximum of 8 children to 1 carers for excursions.
- 1.1.3 There will be a maximum of 5 children to 1 carers for swimming.

The staff:child ratios as outlined in the Voluntary Code of Practice will be adhered to at all times.

- 1. A child staff ratio of 1 to 10 for programs which integrate children with disabilities.
- 2. A child staff ratio of 1 to 5 for programs which are specifically for children with disabilities.

### Minimum staff numbers

- There will be a minimum of 2 staff members present at all times.
- When staff are sick or unable to attend work, appropriate relief staff will be employed to meet the standards.
- For an emergency or if a staff member becomes sick, a replacement should be obtained where possible before the staff member leaves the centre.
- If a relief staff member is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers.
- Volunteers will only be counted on excursions to make up the higher number of carers required, or when temporarily employed.
- Students will not be counted as part of the staff:child ratio, at any time.
- Where possible extra carers will be encouraged to participate to assist in providing a higher standard of care.

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**7. Version History**

| Version | Description of changes           | Author    | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2       | Review and update;<br>New format | M. Rupnik | December 2009  |
|         |                                  |           |                |
|         |                                  |           |                |

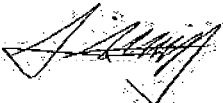
I endorse the Staff:Child Ratios Policy.

Name: *Maryann Rupnik*  
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
 Group Manager

Signature: 

Date: 7 December 2009