

## Camp Gan Izzy - Staffing Arrangements Policy

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### NQS

QA4	4.1.1	Carers-to-child ratios and qualification requirements are maintained at all times.
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### National Regulations

**Regulations numbered 240 and higher are state or transitional regulations**

Reg	122	Carers must be working directly with children to be included in ratios
	123	Carer to child ratios—centre-based services
	126	Centre-based services—general carer qualifications
	136	First aid qualifications
	240	Qualifications for carers—centre-based service applies until 31.12.15 <b>Applies to reg 126</b>
	243	Persons taken to hold an approved diploma level education and care qualification
	244	Persons taken to hold an approved certificate III level education and care Qualification
	245	Person taken to hold approved first aid qualification. Applies until 31.12.12 or qualification expires.
	246	Anaphylaxis training

### Aim

To ensure that our education and care service is at all times compliant in relation to staff/child ratios and qualified educators.

### Related Policies

Excursion Policy

Management of the service and Confidentiality Policy

Enrolment Policy

National Quality Framework Policy

### Who is affected by this policy?

Children

Families

Carers

Management

## Implementation

Our service will maintain compliance to the following:

- Our service will nominate a qualified and experienced carer, co-ordinator or other individual as the service's Educational Leader. This person is responsible to lead the development and implementation of the service's programs.
- Our service will ensure that any carer that is under eighteen years of age does not work alone at the service and is supervised at all times by a carer who is over eighteen.
- We will only include carers in the carers to child ratio who are working directly with the children.

Our service will maintain compliance to the following in relation to the everyday practicalities of service's operations:

- Carers rostering and routines will at all times make sure enough carers are available for the adequate supervision of children.
- Supervising carers give their attention to the children and not to any other duties.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- A nominated supervisor or certified supervisor will be on the premises at all times when children are being cared for.
- There will be more than one carer present when children are in attendance. No child will at any time be in the care of a sole carer.
- In any situation where adequate supervision of children is threatened, any carers on a meal-break must be prepared to return to duty to supply adequate supervision.
- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- Carers supervising outdoors, should position themselves to see as much of the play area as possible.
- One carer should be positioned close to the climbing frame as often as possible.
- Any water activity should be closely supervised by one carer at all times.
- Except for necessary discussions or concerns regarding children or matters relating to the Service, carers will not congregate together outside.
- When children are resting or sleeping they will be supervised.
- During hand washing and/or toilet times children will be supervised in the bathroom area.
- No child is to be left unattended at the table when eating.
- Rosters will be designed and implemented to ensure that children receive continuity of care.
- Our service will, when possible and to the best of our ability, make use of a regular pool of relief educators.

### **Educator to child ratio—children over preschool age—centre-based services**

For the purposes of regulation 123(1)(d), the educator to child ratio for children over preschool age at our centre-based service is 1 educator to 11 children.

### **General qualifications for carers—children over preschool age—centre-based services**

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For the purposes of regulation 126(2), the qualification requirement for carers in the centre-based service for children over preschool age is at least 1 qualified educator for every 33 children.

If a qualified carer is absent from a centre-based service for not more than 2 weeks, the service may meet the requirement under sub regulation (1) by providing that—

- the qualified carer to child ratio is met by a carer other than a qualified carer; and
- at least 1 qualified carer is on duty at all times that children are in attendance at the service premises

If a qualified carer resigns, the service may meet the requirement under sub regulation (1) for up to 4 weeks after the resignation by providing that—

- the qualified carer to child ratio is met by an educator other than a qualified carer; and
- at least 1 qualified carer is on duty at all times that children are in attendance at the service premises.

### **Required qualifications to be a qualified carer for children over preschool age**

The first carer required to meet the qualified carer to child ratio for children over preschool age must—

- hold a qualification that is published under regulation 137(2): diploma level education and care qualifications; certificate III level education and care qualifications; for the first qualified educator working with children over preschool ; or
- comply with the following—
  - (i) be enrolled in a course for a qualification that is included in the list referred to regulation 137 (2); and
  - (ii) be able to demonstrate that he or she is continuing to study for that qualification; and
  - (iii) be approved by the Regulatory Authority to work as a qualified educator for children over preschool age.

All other educators required to meet the qualified educator to child ratio must—

- hold any qualification that is included in the list referred above; or
- hold a qualification that is published under regulation 137(2) in the list of approved qualifications for the second and subsequent qualified educators working with children over preschool age.

If the centre provides service for 30 or more children, at least one educator for every 30 children must hold, or be actively working towards, at least a one year relevant qualification.

### **Other Carers Qualifications:**

#### Child Protection

- The service's Nominated Supervisor and Certified Supervisors will have successfully completed a course in child protection that is approved by the NSW Regulatory Authority.

#### First Aid Qualifications

- The approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service:
  - At least one carer who holds a current approved first aid qualification.
- A carer is taken to hold an approved first aid qualification if they meet the following:

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- If immediately prior to the 1<sup>st</sup> of January 2012 a person held a first aid qualification or had completed first aid training that met the requirements under former education and care services laws of a participating jurisdiction.
- Holds an approved qualification as published on <http://www.acecqa.gov.au/home/>

### Anaphylaxis Qualifications

- The approved provider of a centre-based service must ensure that at least one carer who has undertaken anaphylaxis management training is in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service.
- If immediately prior to the 1<sup>st</sup> January 2012 the service was not required to have a carer present with anaphylaxis management training under previously education and care service laws, the service will implement this by 1<sup>st</sup> January 2013.

### Emergency Asthma Management Training

- The approved provider of a centre-based service must ensure that at least one carer who has undertaken asthma management training is in attendance at any place where children are being educated and cared for by the service and immediately available in an emergency at all times that children are being educated and cared for by the service.
- If immediately prior to the 1<sup>st</sup> January 2012 the service was not required to have a carer present with anaphylaxis management training under previously education and care service laws, the service will implement this by 1<sup>st</sup> January 2013.

### Diploma Qualification

A person is taken to hold an approved Diploma level education and care qualification if immediately before 1<sup>st</sup> January 2012:

- Was recognised under the former education and care services law of any participating jurisdiction as a Diploma level educator.
- Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>

### Certificate III Qualification

A person is taken to hold an approved Certificate III level education and care qualification if immediately before 1<sup>st</sup> January 2012:

- Held an otherwise approved qualification as published on <http://www.acecqa.gov.au/home/>

### Approved Qualifications

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For carers who have previously completed qualifications, the service will conduct appropriate checks to ensure that the educator's qualifications are still in line with the requirements of the Education and Care Services National Regulations 2011. Checks can be conducted on

<http://www.acecqa.gov.au/home/>

## Sources

**Education and Care Services National Regulations 2011  
National Quality Standard**

## Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 05 – 01 – 2017**

**Date for next review: 05 – 01 – 2018**

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### CODE OF CONDUCT

#### PERSONAL AND PROFESSIONAL BEHAVIOUR

In performing their duties and responsibilities all staff must:

- i. be conscious of their special duty of care to the children in all educational activities in and out of school;
- ii. be familiar with the policies and procedures of the centre.
- iii. comply with reasonable directions given by a supervisor/principal and adhere to official guidelines concerning the performance of their duties;
- iv. be fair in exercising delegated responsibility and promote personal and professional development of staff;
- v. demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with children, parents or caregivers, staff and the public;
- vi. collaborate in the development of plans, policies and programs;
- vii. treat children equitably, including those with disabilities or other special needs;
- viii. meet the individual learning needs of children and assist each child to maximise his or her learning outcomes;
- ix. effectively manage and implement programs for child protection and welfare;
- x. undertake appropriate ongoing professional development to promote competence in curriculum development, and teaching skills;
- xi. perform their duties efficiently and effectively and with honesty, integrity and fairness at all times;
- xii. use information gained in the course of employment only for proper and appropriate purposes;
- xiii. use public resources economically;
- xiv. behave in such a manner to protect and enhance the esteem and standing of public education.
- xv. improper conduct must be notified
- xvi. staff must not, under any circumstances, use any form of discipline which involves corporal punishment or engage in any form of behaviour which could cause physical or emotional abuse to students.
- xvii. Supervisors/principals should ensure that staff are aware of their responsibilities under this code and provide staff with the necessary professional and personal development and support to ensure implementation of the code.

#### DISCRIMINATION AND HARASSMENT

- i. Staff must not discriminate against or harass their colleagues or members of the public on the grounds of sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act. In addition, staff must not harass or discriminate on the grounds of political or religious conviction.
- ii. Supervisors must take all necessary steps to ensure that workplaces are free from all forms of harassment and discrimination.

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### USE AND SECURITY OF OFFICIAL INFORMATION

- i. Staff should maintain the integrity and security of all official information and/or documents for which they are responsible or to which they have access.
- ii. All staff must ensure that premises are secure and that suitable arrangements are in place to maintain security of confidential and sensitive documents.

### USE OF OFFICIAL FACILITIES AND EQUIPMENT

- i. Staff should ensure that resources, funds, personnel or equipment entrusted to them, are used effectively and economically in the course of their duties.
- ii. The services of other staff members or official facilities and equipment must not be used for private purposes.

### PUBLIC PARTICIPATION

- i. Staff need to ensure that their participation in and promotion of political, religious or community matters does not bring them into conflict with their professional responsibilities.

### PERSONAL INTERESTS

- i. All staff has an obligation to ensure that there is no actual or perceived conflict between their personal interests and their professional duties. Examples where conflicts of interest could arise include the following:
  - being involved in the selection process or employment decisions involving a member of your family, or a close personal friend.
- ii. Staff have an obligation once they become aware that there is or may be a potential conflict between their personal interest and official duty (whether real or apparent) to immediately inform their supervisor.

### OUTSIDE EMPLOYMENT AND PRIVATE PRACTICE

- i. Examples of circumstances where staff undertaking outside employment may create a conflict between public duty and private interest include:
  - the carer's outside employment affects the efficiency and effectiveness of their role;
- ii. Where there is any doubt regarding a possible conflict of interest, staff members must immediately inform their supervisor.
- iii. The supervisor must maintain appropriate records in writing of approvals given to staff to engage in external employment.

### POST SEPARATION EMPLOYMENT

- i. Former staff should not use, or take advantage of, confidential information obtained in the course of their official duties with the Department for their gain or profit, until that information has become publicly available.

### ACCEPTANCE OF GIFTS AND BENEFITS

- i. Staff must never solicit any gifts or benefits, nor accept gifts or benefits either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official capacity.
- ii. Gifts of a nominal value or moderate acts of hospitality may be accepted by staff. As a general rule gifts valued at \$100 or more would not be considered nominal.