

## POLICY

### POLICY 37: CHILD CARE RATIOS

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Service  
**Policy:** Services and Programs

#### POLICY:

Educators must ensure the number of children in their care does not exceed the permissible amount.

#### SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

#### RATIONALE:

To comply with Education and Care Services National Act 2010 and Education and Care Services National Regulations 2011, Part 4.4 . Staffing arrangements, regulation 124 – *number of children who can be educated and cared for – family day care Educator.*

#### PROCESS:

1. Educators shall not care for more than four (4) pre-school age children at one time, including their own children, unless another adult is present and caring for the Educator's own children. *The other adult must meet the criteria in policy 32: Working with Children Check.* This regulation does not apply to children visiting the residence as part of an excursion accompanied by another approved Educator.
2. Educators shall not care for more than seven (7) children at any one time, of which no more than four may be pre-school age (and including their own children under 13 years of age, unless another adult is present and caring for the Educator's own children. *The other adult must meet the criteria in policy 32: Working with Children Check.* This regulation does not apply to children visiting a family day care residence as part of an excursion accompanied by another approved Educator.
3. An older child can replace a child from a pre-school age group without affecting specified ratios, but a pre-school child cannot replace a school age child.

#### DEFINITIONS:

**Criminal History Record Check:** is a full disclosure Australia-wide criminal history record check, issued by a police force or other authority of a State or Territory or the Commonwealth.

**Working with Children Check:** is conducted by the Department of Justice to determine if a person poses an unjustifiable risk to the safety of children. The WWC Check screens a person's criminal record and in some cases their professional conduct. The WWC Check focuses on serious sexual, violent and drug offences.

**Child over preschool age:** is a child who is enrolled or registered at a school; and attends, or in the current calendar year will attend, school in the year before grade 1 or in grade 1 or higher grade.

**Child preschool age or under:** is a child under the age of 7 years who is not a child over preschool age.


**REFERENCES:**

Education and Care Services National Regulations, 2011  
Education and Care National Law Act, 2010

**RELATED DOCUMENTS:**

Enrolment and Orientation - 31  
(SCH) Duty of Care Policy

*This box to be completed after final draft has been approved.*

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<b>Owner:</b>	Manager, Family Day Care	<p><b>Signed in accordance with Deed of Delegation:</b> 1/12/2016</p> <p>X </p> <hr/> <p>Marcus Bosch General Manager, Child, Youth &amp; Family Services Signed by: Marcus Bosch</p>	