

# POLICY NO 37: STAFFING ARRANGEMENTS

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

Our Village Family Childcare aims engages staff and educators who have the qualifications and skills to create respectful, warm, and nurturing relationships with children in their care who are committed to always maintaining the children health safety and wellbeing. All educators in conjunction with the Educational Leader and coordinators implement programs that support the children’s development through encouraging participation engagement through play extending on their current interest and abilities. Our educators always engage in adequate and effective supervision and ensure the number of children in their care does not exceed the permissible amount.

**CRITICAL INFORMATION:**

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

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**PURPOSE:**

To ensure there are clear guidelines when implementing and complying with the Education and Care Services National Act 2010 and Education and Care Services National Regulations, (current version July 1, 2023) – Part 4.4 – Staffing arrangements, Regulation 124 – Number of children who can be educated and cared for – family day care Educator, Regulation 127 – Family Day Care Educator qualifications and Regulation 128 Family Day Care Coordinator qualifications.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our

Village Family Childcare Service.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

<b>Criminal History Record Check</b>	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.
<b>Working with Children Check</b>	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.
<b>Child Over Pre-School Age</b>	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.
<b>Child Under Pre-School Age</b>	Is a child under the age of 7 years who is not a child over preschool age.
<b>Educational Leader</b>	An early childhood educational leader is responsible for collaborating with educators and children to develop the program of activities and experiences that support learning in an education and care service.

**PROCEDURES:**

***Staffing arrangements***

As per the Education and Care Services national regulations the service will ensure compliance with the following regulations:

- 118 - Educational leader
- 119 - Family Day Care educator and family day care educator assistant to be at least 18 years old Regulation
- 123A - Family Day Care coordinator to educator ratios—family day care service
- 124 - Number of children who can be educated and cared for—family day care educator
- 127 - Family Day Care Educator qualifications
- 128 - Family Day Care Coordinator qualifications
- 136 - First Aid qualifications
- 137-143 - Approval and determination of qualifications

- 143A - Minimum requirements for a family day care educator
- 143B - Ongoing management of family day care educators
- 153 - Register of Family Day Care Educators, co-ordinators, and educator assistants
- 154 - Record of staff engaged or employed by family day care service

### ***Coordination Unit Staff***

- All coordinators must have a minimum qualification of an approved Diploma Level Education and Care Qualification
- All coordinators must have completed current approved first aid, anaphylaxis management and emergency asthma management training.

### ***Educators***

- Who have an agreement with Our Village Family Childcare are 18years or over.
- Have an approved Certificate III level Education and Care qualification or higher.
- Have completed current approved first aid, anaphylaxis management and emergency asthma management training.

### ***Child Ratios***

- Educators must maintain a ratio of 1 Educator: 7 children.
- 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.
- 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 Policy No. 32: Working with Children Check Policy and Procedure.
- This regulation does not apply to children visiting the residence as part of an excursion accompanied by another approved Educator.
- The other adult must meet the criteria in Policy No. 32: Working with Children Check Policy and Procedure.
- 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.
- The Educator is responsible for supervising the children and supervision cannot be passed on to another person in the home.
- The approved provider of a family day care service may approve, in writing, a family day care Educator to educate and care for more than 7 children, or more than 4 children who are preschool age or under, at any one time, in exceptional circumstances.
- Exceptional Circumstances:
  - All the children being educated and cared for by the Family Day Care Educator are siblings in the same family.
  - A child to be educated and care for is determined to need protection under the Child protection Law and the Educator is determined to be the best person to educate and care for that child.
  - The Family Day Care Educator's residence of the approved family Day Care venue is in a rural or remote area and no other alternate education and care service is available.

**REFERENCES:**

- [Education and Care Services National Regulations, \(updated version July 1, 2023\) regulation 124](#)
- [Education and Care Services National Law Act, 2010](#)
- Our Village Family Childcare Educator Agreement

**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**

- Enrolment and Orientation – 31
- Engagement and Registration of Family Day Care Educators and Coordination Unit Staff - 13
- Code of Conduct – 40
- Excursions - 16
- Dealing with Complaints, Grievances and Feedback - 18
- SCCH Code of Conduct
- SCCH Client Empowerment Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

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