

Staffing Ratios Policy

Purpose

Peak Sports & Learning will endorse the appropriate number of educators to children, taking into consideration qualification requirements and experience, which meet National Regulations and Standards.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
122, 123, 125 – 126, 136, 145-151, 173	4.1.1, 7.1.2, 7.1.3	<ul style="list-style-type: none"> - Supervision of children policy - Excursion Policy - Transport of children policy - Child Safe Policy 	<ul style="list-style-type: none"> - Children (Education and Care Services National Law Application) Act 2010 - My Time, Our Place. - ECA Code of Ethics

Procedures

In setting staff ratios, consideration will be given to the activities undertaken, ages and abilities of the children and any special needs that the children may have. Staffing qualifications and experience will also be given consideration. Nominated Supervisors will be responsible for ensuring adequate supervision is maintained at all times.

Educator to child ratios

Our ratios will always meet the minimum requirements as stated below for centre based school aged care:

- Our educator to child ratio will be a minimum of 1 educator to 15 children.
- For all excursions a risk assessment will be conducted to determine staffing ratios to maintain adequate supervision. The risk assessment will take into account the venue, proximity to pools, dams or the ocean, transport, staffing qualifications, access too first aid, children attending, the general public and the weather.

Responsible Person and Supervision

- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- A Responsible Person is required to be physically present at the Service at all times that children are being educated and cared for. The Responsible Person will be a person with management or control placed in day-to-day charge of the Service. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- Our Service will clearly communicate the Responsible Person on duty, which will be displayed in the entrance area for families, educators, staff and visitors and in the staff sign in book.
- The Responsible Person will adhere to Service policies and procedures and maintain a safe and healthy environment for children.
- The Responsible Person will always act with professionalism when dealing with children, educators, visitors and families.
- At all times there will be at least one staff member who holds a current First Aid certificate, Anaphylaxis Training, Asthma management training and Child Protection Training.
- There will be a minimum of two educators at all times when children are booked in. If there are no bookings we will have our Responsible Person on site.
- In the event of casual bookings, and only one staff member is on site, we have developed a risk assessment ensuring the children's health and safety whilst there is one staff member on the premises. This risk assessment includes supervision, managing incidents and emergencies, communication with families and managing toileting procedures.
- Educators rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- All educators will sign in and out when they arrive and leave the service.
- All educators will sign on and off the floor each time they begin to work directly with children, or when they are moving away from working directly with children.
- 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 group of children.
- Rosters will be designed and implemented to ensure that children receive continuity of care.

Sole Educator Procedure

These procedures are written to help our Educators if they are required to work with between 1-5 children alone. This may occur if:

- A single educator is rostered on when there are no bookings and a family arrives for care.
- Where educators temporarily separate to do bus runs and different school collection points
- Where a child absconds and you are the only educator attending to that child, while the other educator is caring for the remaining children.

If for any reason you are caring for children alone you must follow the procedure below:

- Refer to Centre Risk Assessment "Unplanned situations where sole educator may be relevant" section in which identifies ways to control the risks of toileting, emergency situations, evacuations/lockdowns, supervision of children, child protection and educator safety.
- Ensure that you are interacting with the child/children in a very visible, open space, somewhere that other people in the school can see your actions and activities. Open all hall doors while inside, ideally outside play is best.
- If you need to enter the kitchen, canteen, storeroom or office areas, leave children at the door so you can see them. Do not allow children to accompany you into enclosed spaces.
- Keep the mobile phone with you at all times.
- If an Educator requires to use the bathroom, wait for other staff to arrive on site. If you are unable to do this, find another person on the school site such as principal or teacher to watch the children while they are left unattended.

- Practice emergency procedures with the child/children in your care so they learn what to do if there is an emergency involving you. This includes accessing the phone and calling 000, locating the nearest adult such as school staff, looking after each other while waiting for help to arrive.

Additional Procedures:

1. If you are rostered on at a service alone (because there are no bookings) and we have children “walk in” you should also follow the procedure below:
 - Notify the parent that you are the only staff member on site as there were no bookings. They should be made aware that you will care for their child/children but it might be some time before another staff member is able to attend.
 - Call a Director or your Service Support manager to notify them of the situation.
2. If you are alone with a child because that child has absconded and you are attending to them:
 - Ensure that you are visible to others at all times, even if the child is hiding.
 - If the child enters an enclosed space, remain at the entrance to that space so you can see them but others can still see you.
 - Keep constant communication with centre supervisor, manager or Director until child is returned to the centre.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2010	October 2018	Directors	Nil – small amendments to procedures
2	October 2018	October 2019	Directors	Service ratio policy has always been 1:15, but minimum requirement from 1 Oct 2018. Changes made to reflect compliance.
3	October 2019	October 2020	Director	Nil amendments
4	May 2020	November 2022	Directors	Sole Educator procedures added. Moved to new document review timeline.
5	November 2022	November 2024	Directors	Refer to Centre Risk Assessment “Unplanned situations where sole educator may be relevant”