



# STAFFING, VOLUNTEERS, STUDENTS AND PLACEMENT POLICY



## RATIONALE

TeamKids considers its employment of educators and staff as of utmost importance to ensuring that TeamKids services deliver remarkable care while adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

## PROCEDURES

- All Educators will possess a satisfactory criminal history check, such as a Working with Children's Check (WWCC) or Victorian Institute of Teaching (VIT) registration, Blue Card or individual state alternative.
- All educators' current checks and registrations will be read by the approved provider of an education and care service or ensure that a nominated supervisor or a person in day-to-day charge of the service has read before being engaged as an educator or permitted to work as a volunteer. (R358)

## THE QUALIFICATION REQUIREMENTS FOR EDUCATORS WORKING WITH SCHOOL-AGED CHILDREN ARE:

### Victoria and Northern Territory

- 50% of educators required to meet educator: child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age. (R356)

### Queensland

- One educator must be on duty either with a completed 2 Year approved qualification or actively working towards that qualification.

### Australian Capital Territory

- One 'qualified' educator for every 33 children.

### South Australia,

- The first two educators on duty must meet the published qualifications list.

All other educators are required to meet educator: child ratios as per individual jurisdictional requirements. This includes those with requirements in relation to actively working towards at least a qualification published by the National Authority OR "commence obtaining a qualification referred to above within six months of commencing to educate and care for children" (R356)

## EDUCATIONAL LEADER

- The service will designate a suitably qualified and experienced coordinator, educator or another individual as Educational Leader. The Educational Leader of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118)
- The name of the educational leader will be on display at the main entrance of the service (R173), and the Educational Leader will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.

## STAFFING, VOLUNTEERS, STUDENTS AND PLACEMENT NOMINATED SUPERVISOR

- The service will designate at least one nominated supervisor (R146)
- Personal details, qualifications, written acceptance of the nominated supervisor's role, and training for the nominated supervisor(s) will be kept in the Nominated Supervisor's Staff Record.

## PERSON IN DAY-TO-DAY CHARGE

- The service will designate a person in day-to-day charge is in place at all times, for each service, to act as the responsible person for that service. (R46, 47, 50, 54)
- The approved provider will assess if the proposed person in day-to-day charge has adequate knowledge and understanding of the provision of education and care to children and effectively supervise and manage an education and care service.
- The person in day-to-day charge (Responsible) will need to be deemed to have suitable experience and qualifications.
- Personal details, qualifications, training for the person in day-to-day charge will be kept in the educator's Staff Record along with their written acceptance of the role.

## RESPONSIBLE PERSON

- The service will designate responsible persons for each site (R150)
- There will be a designated responsible person present at each site at all times that the service is caring for and educating children. A record will be maintained of the times that a responsible person is on duty. (R150)

The responsible person will be either:

- › A person with management and control of the service
- › The nominated supervisor of the service
- › A person in day-to-day charge who has been placed in charge of the service in accordance with R54.

## FIRST AID QUALIFICATIONS

Educators will be recruited and trained according to the Education and Care Services National Regulations (R136)

- At least one educator who holds a current approved First Aid qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved anaphylaxis management qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved asthma management qualification will be in attendance while children are being cared for.

## STAFFING, VOLUNTEERS, STUDENTS AND PLACEMENT CODE OF CONDUCT

The Code of Conduct provides a framework for ethical, professional interactions between all educators, management, key stakeholders, families, and community members. It is intended to guide work practices, decision making and our interactions with others.

Adherence to this code requires a commitment to:

- The TeamKids statement of philosophy
- Early Child Australia's Code of Conduct
- Compliance with all Commonwealth, State and Local Government legislative and regulatory requirements relevant to the management and provision of quality care.
- The National Quality Framework
- Professional standards of behaviour are maintained by working cooperatively with others; displaying respectful, courteous interactions; engaging in open communication, being honest and approachable and working with integrity at all times.
- At all times, educators are expected to conduct themselves to enhance the reputation of the service.
- Educators are to ensure children are treated with dignity and respect at all times, with appropriate behaviour guidance implemented.
- Service practices and procedures should be undertaken in a professional, responsible and ethical manner.
- In the event of a grievance, educators will be expected to follow appropriate procedures and, at all times, attempt to resolve grievances in an open, respectful manner.
- Educators will maintain positive, safe work practices to ensure the health and wellbeing of all involved.

## VOLUNTEERS

TeamKids may utilise volunteers within the service. This includes educators appointed to support children with additional needs. Students and volunteers are not to be left alone with children and must provide WWCC before commencing with TeamKids. All students and volunteers must complete a staff record, and TeamKids will keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

## STAFFING, VOLUNTEERS, STUDENTS AND PLACEMENT PROCEDURES

- Volunteers may include secondary students, tertiary students, students on practicum placements, parents and the unemployed. Volunteers must be aged 18 or over.
- All volunteers will undergo and possess a satisfactory criminal history check relevant to their state, such as Working with Children’s Check or Blue Card.
- Recruitment and induction of volunteers will be in accordance with the TeamKids employment guidelines.
- All volunteers will complete an Educator Record.
- Volunteers will not be part of the educator: child ratios for service-based activities.
- Volunteers can be included on excursion days (but again will not be part of the staff: child ratio). A staff member supervises volunteers at all times.

## STAFF RECORDS

TeamKids will ensure that a staff record is obtained for each educator working in the service and staff employed by TeamKids.

## PROCEDURES

- The service will develop a comprehensive Educator Record (R145)
- Each educator will complete the record outlining relevant personal details, qualifications, training and role within the team as required in the Education and Care National Regulations (2011), regulation 147.

## EDUCATOR: CHILD RATIOS

TeamKids believes that an appropriate educator: child ratio is an important factor in ensuring the safety and wellbeing of all children. Educator: child ratios will be in line with the minimum number of educators for children over preschool age as set out in the Education and Care Services National Regulations (R123 & 355).

## PROCEDURES

- Educators will be rostered to meet educator: child ratios -

State	Educator: Child (over Preschool age)	Educator: Child (under pre-school age)
ACT	1:11	1:11
NSW	1:15	1:10
VIC	1:15	1:11
QLD	1:15	1:11
SA	1:15	1:11
TAS	1:15	1:10
NT	1:15	1:11

## Western Australia

Age group	Number of children	Number of educators	Number of qualified educators
Over preschool age (no preschool child attending session)	1–10 children	1	1
	11–26 children	2	1
	27–39 children	3	1
	40–52 children	4	2
	53–65 children	5	2
	66–78 children	6	2
	79–91 children	7	3
	92–104 children	8	3
	105–117 children	9	3
	118–130 children	10	4
131–143 children	11	4	
Over preschool age (at least one preschool child attending session)	1–10 children	1	1
	11–20 children	2	1
	21–30 children	3	1
	31–40 children	4	2
	41–50 children	5	2
	51–60 children	6	2
	61–70 children	7	3
	71–80 children	8	3
	81–90 children	9	3
	91–100 children	10	4
	101–110 children	11	4

- TeamKids prefers to employ educators who either hold a Teaching qualification or are actively working towards a Teaching qualification.
- If in a state/jurisdiction where staff members are required to currently hold or be currently working towards at least a minimum of a certificate III approved qualification, they will be required to commence working towards their qualifications within six months of commencing work as part of their probation period.

### STAFFING, VOLUNTEERS, STUDENTS AND PLACEMENT ADDITIONALLY, THERE SHALL BE:

- A maximum of 12 children to one educator for an excursion
- A minimum of 2 educators on duty at all times, unless a risk assessment has been completed and agreed with the school.
- In determining educator: child ratios, consideration will be given to the activities undertaken, ages and subsequent risk. This includes the risk assessment process for all excursions.

## REFERENCES:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 1 – Educational Program and Practice.
- Quality Area 4 – Staffing Arrangements
- Quality Area 2 – Children’s health and safety Education and Care Services National Regulations (2011), R 118, 145, 147, 150, 355 & 356

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