STAFFING ARRANGEMENTS POLICY

Our Service aims to engage educators, staff and nominated supervisors who have the qualifications and experience to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children's health, safety, and wellbeing is protected at all times through providing appropriate and effective supervision according to legislated ratios and best practice. Our educators, in collaboration with our educational leader, design and implement programs that support children's participation and engagement, interests, learning, and development.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the Service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children (commencing 2026)
S. 3A	Paramount consideration
S.5AA	Meaning of inappropriate conduct
S. 56	Notice of addition of nominated supervisor Notice of change to nominated supervisor
S. 56A	Notice of change of a nominated supervisor's name or contact details
S. 87	Application for service waiver for service
S. 161	Offence to operate education and care service without nominated supervisor
S. 161A	Offence for nominated supervisor not to meet prescribed minimum requirements
S. 162	Offence to operate education and care service unless responsible person is present

S. 162A	Child protection training Offence relating to child protection training
S. 162B	Child safety training [due to commence 2026]
S.166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct [commencing 2026 Nationally]
S. 169	Offence relating to staffing arrangements
S. 172	Offence to fail to display prescribed information
S. 173	Offence to fail to notify certain circumstances to regulatory authority
S. 174	Offence to fail to notify certain information to regulatory authority
S. 174AA	Educators and other staff members of education and care service to notify certain information
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA
S. 175	Offence relating to requirement to keep enrolment and other documents
Part 6A	Devices in education and care services [commencing 2026]
S. 178	Suspension of education and care by certain persons [commencing 2026]
S. 178A	Supervision of certain persons providing education and care [commencing 2026]
S. 188	Offence to engage person to whom prohibition notice applies
S. 188A	Offence to give false or misleading information to approved provider about prohibition notice [National] False or misleading information about certain notices
S. 269B	National Early Childhood Worker Register [commencing 2026]
S. 269E	Approved provider must give information to the National Authority for the National Early Childhood Worker Register [commencing 2026]
4 (1)	Definitions
10	Meaning of *actively working towards* a qualification
11	Meaning of *in attendance* at a centre-based service
13	Meaning of *working directly with children*
35	Notice of addition of new nominated supervisor
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
117A	Placing a person in day-to-day charge

117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
118	Educational Leader
120	Educators who are under 18 to be supervised
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre-based services
126	Centre-based services – general educator qualifications
126A	Illness or absence of a qualified educator who is required to meet the relevant educator to child ratio
130	Requirement for early childhood teachers – centre-based services –fewer than 25 approved places
131	Requirement for early childhood teacher—centre-based services—25 or more approved places but fewer than 25 children
132	Requirement for early childhood teacher—centre-based services—25 to 59 children
133	Requirement for early childhood teacher—centre-based services—60 to 80 children
134	Requirement for early childhood teacher—centre-based services—more than 80 children
135	Early childhood teacher illness or absence
136	First Aid qualifications
145	Staff Record
146	Nominated supervisor
147	Staff Members
148	Educational Leader
149	Volunteers and Students
150	Responsible Person
151	Record of educators working directly with children
152	Record of access to early childhood teachers
152A	Record of replacement of educator
152B	Record of replacement of early childhood teacher or suitably qualified person
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed

171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
173	Prescribed information to be displayed
174	time to notify certain circumstances to regulatory authority
177	Prescribed enrolment and other documents to be kept by approved provider
239A	Centre-based services in remote and very remote areas—attendance of early childhood teachers
240	Centre-based services in remote and very remote areas – qualifications for educators
241	Persons taken to hold an approved early childhood teaching qualification
242	
243	Persons taken to hold an approved diploma level education and care qualification
243A	
244	Persons taken to hold an approved certificate III level education and care qualification
272	
358	Working with children check to be read [VIC]
372	Educator to child ratio—pre-kindergarten program or kindergarten program provided by a school
373	Early childhood teachers—pre-kindergarten program or kindergarten program provided by a school
379	Educators required to be early childhood teachers

RELATED POLICIES

CCS Personnel Policy Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Dealing with Complaints Policy Emergency and Evacuation Policy Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy Performance Management Policy Privacy and Confidentiality Policy	Professional Development Policy Record Keeping and Retention Policy Responsible Person Policy Recruitment Policy Safe Use of Digital Technologies and Online Environments Policy Safe Transportation Policy Sleep and Rest Policy Supervision Policy Student, Volunteer and Visitors Policy

PURPOSE

Under the Education and Care Services National Regulations, the approved provider must ensure that

policies and procedures are in place in relation to staffing arrangements and take reasonable steps to ensure those policies and procedures are followed. (ACECQA 2021) To ensure our Service adheres to the Education and Care Service National Regulations, we employ educators and staff in compliance with any state specific qualifications and experience and adhere to regulated educator and child ratios whenever children are educated and care for. We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor, management, students, and volunteers at the Service.

IMPLEMENTATION

Our Service is committed to the safety, wellbeing and support of all children and young people in all aspects of operation within our Service. Our Service will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements and ensure all staff adhere to our Code of Conduct.

All staff must adhere to our child safety policies including *Child Protection, Child Safe Environment and Safe Use of Digital Technologies and Online Environments Policies.* Our Service adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.)

STAFFING ARRANGEMENTS

Under the Education and Care Services National Regulations, the approved provider must ensure the Service meets minimum staffing arrangements including:

- nominating a responsible person to oversee the day-to-day operation of the Service
- employing staff who meet early childhood teaching, diploma and Certificate III qualifications, anaphylaxis and emergency asthma management training, first aid and child protection training
- adhering to educator to child ratios- minimum number of educators working directly with children
- ensuring an appropriately qualified and experienced educational leader is employed to lead the implementation of the educational program under the approved learning framework
- ensuring each staff member is considered fit and proper to work with children and hold a valid Working with Children Check (WWCC)/Vulnerable Persons Check

- ensuring any applications for staffing Service waivers meet National Law and National Regulation requirements, including all required documentation
- cooperating with the regulatory authority and complying with any directions or orders issued by the regulatory authority regarding a show cause, suspension or supervision notice provided to an employee, including removing the person from engagement with children immediately.

NOMINATED SUPERVISOR

The nominated supervisor is a suitable person appointed by the approved provider who is placed in day-to-day charge of an approved Service. The approved provider must provide sufficient evidence and information to demonstrate compliance to the regulatory authority of the suitability of this person. Nominated supervisors have a range of responsibilities under the National Law and National Regulations including, but not limited to, programming, supervision and safety of children, entry to and exit from the premises, food and beverage, administration of medication, excursions, staffing, sleep, and rest.

The approved provider will:

- ensure a nominated supervisor is nominated for the Service and display the name of the nominated supervisor in a place that is clearly visible to staff, educators, families and visitors
- notify the regulatory authority at least seven days prior to the nominated supervisor starting or as soon as practicable (not more than 14 days after the nominated supervisor has commenced employment in the position)
- ensure the regulatory authority is notified if the nominated supervisor ceases employment at the service, is removed from the role or withdraws consent to the nomination
- ensure the nominated supervisors meets the following minimum requirements:
    - must be 18 years of older
    - holds a valid WWCC/Vulnerable Persons Check
    - have adequate knowledge and understanding of the provision of education and care to children and has the ability to effectively supervise and manage an education and care Service
    - have the ability to adequately supervise and manage an education and care service
    - have successfully completed a course in child protection approved by the regulatory authority and be aware of mandatory reporting obligations
    - have completed mandatory Child Safety training and be aware of reporting obligations (effective February 2026)

  - have a history of compliance with *Education and Care National Law* and other relevant laws (e.g., Family Law)
- ensure the nominated supervisor signs a Compliance History Statement and a Prohibition notice declaration
- remove the nominated supervisor from the role if a compliance action is determined against them or concerns are held regarding their suitability to meet the requirements of the role.

The nominated supervisor will:

- accept the role in writing, to ensure they have a clear understanding about their role and responsibilities
- ensure the Service program is reflective of the approved learning framework, incorporate the children's developmental needs, interests, and experiences, and consider the individual differences and needs of each child
- adhere to Service policies ensuring a safe and healthy environment is provided
- register with PRODA and complete required background checks, including WWCC/Vulnerable Persons Check and criminal history record check.

RESPONSIBLE PERSON

The responsible person can be the approved provider, a nominated supervisor or a person with management or control placed in day-to-day charge of the Service. Our Service will ensure there is always a nominated supervisor or responsible person on the premises when children are being educated and cared for.

The approved provider or nominated supervisor will:

- ensure any persons nominated as a responsible person placed in day-to-day charge are at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service (Reg. 117B)
- clearly communicate the responsible person on duty with families, educators, staff and visitors by displaying this information in the foyer or reception area
- ensure the responsible person adheres to Service policies and procedures and maintain a safe and healthy environment for children
- ensure the responsible person always acts with professionalism when dealing with children, educators, visitors, and families

- ensure all responsible persons accepts the role in writing, to ensure they have a clear understanding about their role and responsibilities
- ensure the responsible person has a history of compliance with *Education and Care National Law* and other relevant laws (e.g., Family Assistance Law)
- ensure the responsible person signs a Compliance history statement template and a Prohibition notice declaration
- ensure the responsible person has successfully completed a course in child protection approved by the regulatory authority
- ensure the responsible person has successfully completed mandatory Child Safety training and be aware of mandatory reporting obligations. (effective February 2026)

QUALIFICATIONS

Our Service will comply with the Education and Care Services National Regulations (Reg. 126) and ensure that at least 50 % of educators required to meet the relevant educator to child ratios for centre-based Services must have or be actively working towards an approved diploma level education and care qualification (or higher). All other educators required to meet the educator to child ratios at our Service, must hold, or be actively working towards at least an approved certificate III level education and care qualification. (Check state requirements).

Qualification and ratio requirements apply as soon as children are present at the Service. If only one staff member is present during the Service's opening or closing times, that educator must hold a minimum diploma level qualification when children are present.

Under the NQF a person is considered a diploma qualified educator if they:

- hold an approved diploma level qualification, or
- hold a former approved diploma level qualification completed before January 2012, or
- hold a qualification that ACECQA has assessed as equivalent to an approved diploma level educator qualification

If an individual is 'actively working towards' an approved qualification, they may be counted as a diploma level educator if they meet the requirements determined by ACECQA.

- an individual who is 'actively working towards' an approved early childhood teaching qualification and has completed at least 50% of the qualification or
- an individual who holds an approved qualification as listed on the ACECQA website that is approved by the National Authority or

- an individual who holds a qualification as approved by the National Authority, or
- an individual who is registered (accredited in NSW) as a primary or secondary school teacher in Australia and holds an ACECQA approved early education and care diploma (or higher approved qualification).

'SUITABLY QUALIFIED PERSON' DEFINITION

ACECQA determines the following qualifications as requirements for a 'suitably qualified person':
an individual who holds an approved qualification as listed on the ACECQA website that is approved by the National Authority or an individual who holds a qualification as approved by the National Authority

ACTIVELY WORKING TOWARDS DEFINITION- (Reg.10)

Educators can be counted towards meeting the listed qualification if they meet the following criteria:	
Certificate III level	• have commenced the course, and • are making satisfactory progress toward completing the course, and • are meeting the requirements for maintaining the enrolment.
Diploma level	• are enrolled in a course for an approved diploma level or early childhood qualification-ACECQA approved diploma level or higher qualification and, • provide documentary evidence to the approved provider that they: o have started the course and o are making satisfactory progress toward completing the course and o are meeting the requirements for maintaining enrolment, and o hold an approved certificate III level education and care qualification, or o have completed the percentage of total units of study required for completion of an approved early childhood teaching qualification, as determined by ACECQA
Taken to be an early childhood teacher (Reg. 242)	• are enrolled in a course for an approved early childhood qualification and, • provide documentary evidence such as a transcript or letter from the course provider that they: o have started the course, and o are making satisfactory progress towards completion of the course and, o are meeting the requirements for maintaining enrolment, and o hold an approved diploma level qualification, or o have completed at least 50% of the course.
[Reg. 242 does not apply in QLD or VIC, or in centre-based services in NSW caring for 30 or more preschool age or under]	

APPROVED FIRST AID QUALIFICATIONS/ANAPHYLAXIS AND EMERGENCY ASTHMA MANAGEMENT TRAINING

- The approved provider is required to ensure at least one staff member, or one nominated supervisor holds current qualifications for first aid (including cardio-pulmonary resuscitation), anaphylaxis management and emergency asthma management training
- The approved provider must ensure at least one staff member, or one nominated supervisor be in attendance at any place children are being educated and cared for by the Service and be immediately available in an emergency and hold the mandatory qualifications for:
    - an ACECQA approved first aid qualification (including cardio-pulmonary resuscitation renewed every 12 months) and
    - anaphylaxis management training and
    - emergency asthma management training.

  (Approved qualifications are published on the ACECQA website)
- Services must have staff with current approved qualifications on duty at all times and be immediately available in an emergency
- It is the staff and educator's responsibility to ensure they maintain first aid (including cardio-pulmonary resuscitation), anaphylaxis management and emergency asthma management training qualifications and provide the Service with a copy of the certificate. Staff and educators must ensure they participate in training prior to the expiration date on their certificates
- Approved first aid qualifications and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months.

EDUCATOR TO CHILD RATIOS

Our Service will meet the minimum child ratio requirements at all times as stated below (Reg. 123) (exemptions may apply in an emergency (child protection order or urgent health care needs of a parent). See EMERGENCY SITUATIONS- ADDITIONAL CHILDREN section below):

State	Age of children	Educator to child ratio
VIC	Birth to 24 months	1 :4
	Over 24 months and less than 36 months	1 :4
	Over 36 months of age or over (not including children over pre-school age)	1 :11

ADDITIONAL STATE REQUIREMENTS (adjust policy for your Service context and remove information that is not required for your Service)

VICTORIA
Regulations 357 and 358 • Our Service will ensure ratios of 1 educator to 4 children is maintained for children aged more than 24 months but less than 36 months • Our Service will ensure all staff, volunteers and students over the age of 18 years have a valid WWCC read before the person is engaged at the service

EARLY CHILDHOOD TEACHER

An early childhood teacher (ECT) is an individual who:

- holds an approved early childhood teaching qualification, or
- holds a former approved early childhood teaching qualification that commenced before 1 January 2012, or
- holds a qualification in accordance with ACECQA qualification list, or
- holds a qualification that ACECQA has assessed as equivalent to an approved early childhood teaching qualification.
- [Teacher registration

Our Service will:

- engage and have access to an ECT based on the number and age of children attending the Service (depending on state requirements).
- ensure the ECT or suitably qualified person is physically present at the Service or is considered in attendance in accordance with National Regulations
- keep a record when an ECT is replaced by a person who holds an approved diploma level or primary teaching qualification, including details as outlined with Reg. 152B, including:
    - the full name of the educator or Early Childhood Teacher
    - the qualification of the educator or Early Childhood Teacher who is replaced
    - the qualification of the person who replaced the educator or Early Childhood Teacher
    - the date/s on which the educator or Early Childhood Teacher was replaced
    - the reason for the educator or Early Childhood Teacher absence
- keep records regarding the period that an ECT is in attendance at the Service

25-59 children in attendance per day:

- employ at least one ECT for at least 6 hours on that day, if the service operates for 50 or more hours a week; OR
- for 60% of the operating hours of the service on that day, if the service operates for less than 50 hours per week. (Reg.132)

Transitional workplace provisions- Reg. 239A extended to 31 Dec 2026. ONLY applies for Services operating in remote or very remote areas in NSW/NT/SA/TAS/WA

Our Service will:

- ensure when the Service operates with 25-59 children per day, the Service has access to an ECT at least 20% of operating hours [Reg. 239A (2)]
- ensure when the Service operates with 60-79 children per day, the Service has access to an ECT at least 40% of operating hours OR 1 ECT is employed at the service for at least 20% of operating hours AND a second ECT or suitably qualified person is employed for at least 20% of operating hours [Reg. 239A(2A)]
- ensure ECT qualifications meet requirements as prescribed in ACECQA and the National Regulations (Reg.241/242)
- provide access to an ECT under these regulations which may be facilitated via information communication technology.

EDUCATIONAL LEADER

The educational leader has an influential role in inspiring, motivating, affirming, and challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

The approved provider will:

- nominate a qualified and experienced educator to take on the educational leader role and responsibilities- this nomination and acceptance will be in writing
- ensure the name of the educational leader is displayed at the Service in a place that is clearly visible to staff, educators, families and visitors
- support the educational leader to fulfill their responsibilities by ensuring opportunities for professional development to support continuous improvement
- ensure the educational leader is aware of the responsibilities and obligations of the role to lead the development and implementation of educational programs in the Service.

The educational leader will:

- accept the position, in writing
- keep a record about how they mentor and guide educators of the Service to ensure continuous improvement
- guide educators to provide a compliant and rich program
- be able to demonstrate an understanding of the responsibility and obligations of the role.

WORKING WITH CHILDREN CHECK/VULNERABLE PERSONS CHECK

To comply with National Regulations for those undertaking paid or voluntary child-related work, all employees, volunteers and students of the Service will require a WWCC prior to beginning any role in the Service (including orientation, volunteering).

The approved provider will:

- keep and maintain accurate records of the status and expiry date of the WWCC/Vulnerable Person Check for all staff, volunteers and students
- verify all WWCC before any staff, educators, students and volunteers are engaged or commences work in any capacity at the Service to ensure the children are protected at all times
- check the NQAITS portal during the recruitment process for any prohibition notices issued to a potential employee
- ensure any notifications or concerns regarding a person's fit and proper status, negative notice or WWCC are recorded and steps taken immediately to ensure the person is not working directly with children
- require staff, volunteers and students to notify the approved provider, within 72 hours of the event, or within 24 hours of becoming aware of the event, of any changes to their WWCC status, changes to their teacher registration or fit and proper status (including show cause notice, suspension notice, supervision notice, disciplinary notices/orders or prohibition notices)
- notify the regulatory authority within 24 hours of becoming aware of the event or becoming aware of changes to a staff/educator WWCC status including negative notices or changes to teacher accreditation or registration.
- ensure any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children (*best practice*)
- ensure a staff member, employee, volunteer, or contractor is not employed or engaged at the Service if the person is prohibited from working with children, including a prohibition notice in force provided under the National Law in any state or territory in Australia.

[The National Continuous Checking Capability (NCCC) to monitor the criminal history of WWCC holders across Australia is scheduled to begin in 2026]

STAFF RECORD

Approved providers must keep accurate and up to date information about the nominated supervisor, responsible person, educational leader, staff, volunteers, and students at the Service including:

- Identity and contact information (including full name, address and date of birth)
- role at the service
- place of employment
- qualifications held (including evidence of working towards qualifications)
- if applicable, evidence that the staff member/educator is actively working towards a qualification. If this is the case, the following must be recorded:
    - Proof of enrolment.
    - Documentary evidence that the staff member/educator has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment
- for educators who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or have as completed the units of study that equate to an approved Certificate III level education and care qualification determined by ACECQA.
- approved training completed (including first aid training, current approved anaphylaxis management training, approved emergency asthma management training and approved Child Protection)
- current Working with Children Check (WWCC) or Vulnerable People identifying number, Australian National Police Check and teacher registration (if applicable)
- PRODA RA number (if applicable)
- evidence of the nominator supervisor and educational leaders written consent to the appointment.

This information will be collected and maintained digitally within the National Educator Register from 2026. The approved provider will ensure the National Register is updated within 14 days of a person being employed, engaged or appointed or within 14 days of changes to information. Our Service will ensure the records are kept in accordance with Reg. 145 and our *Record Keeping and Retention Policy*.

SHORT-TERM RELIEF REPLACEMENT

From 1 July 2023, certificate III or diploma level educators and early childhood teachers (ECT) are able to

be replaced when absent for a short period of time due to short-term illness, leave, resignation, or because they are attending supervised professional experience placements for an approved qualification Educator and diploma qualified staff may be replaced for a maximum of 30 days in a 12-month period while the service continues to meet Reg.126A. ECT or suitably qualified person (SQP) may be replaced for a maximum of 60 days in a 12-month period while the Service
continues to meet Reg. 132, 133, 134.

Our Service will ensure a record is kept documenting the following:

- the name of the educator, ECT or SQP being replaced
- the qualifications of the educator, ECT or SQP being replaced
- the qualifications of the person replacing the educator, ECT or SQP
- the date when the educator, ECT or SQP was replaced
- the reason for the educator, ECT or SQP's absence

If a certificate III or diploma level educator is absent due to short term illness, leave or resignation, the following persons can be taken to be qualified:

  - a person who holds a primary teaching qualification

If an ECT, second ECT or SQP is absent, they may be replaced:

- by a person who holds an approved diploma level qualification or a qualification in primary teaching.

ADEQUATE SUPERVISION

Our Service adheres to the educator-to-child ratios outlined in the *Education and Care Services National Regulations* and requires educators to comply with our *Supervision Policy* and designated floor plans to ensure effective supervision. Educators will actively monitor children at all times, adjusting supervision to suit group needs, maintaining visibility and accessibility, and work together to ensure safety and well-being during all activities, including transitions, rest, toileting, and transportation.

Any person providing education and care and working directly with children are not to have in their possession any electronic device that can take images or videos or person storage and file transfer media.

EMERGENCY SITUATIONS- ADDITIONAL CHILDREN

Under Reg. 123, additional children may attend the education and care Service, for a maximum of 2 days, exceeding the required child to educator ratios in the event of an emergency where a child or 2 or more children from the same family require emergency care due to a child protection order or an urgent health care need of a parent that prevents them from caring for the child/ren. The approved provider will

not permit an additional child or additional children to be educated and cared for at the Service unless the approved provider determines, on reasonable grounds, that accepting the child/ren will not adversely affect the health, safety or wellbeing of children already attending the Service.

Any such decision will consider educator to child ratios, the qualifications and experience of educators on duty, the nature of the emergency, the needs and vulnerabilities of all children present and the Service's capacity to maintain compliance with all regulatory requirements. All decisions including the rationale and any risk assessment undertaken, will be documented and notification provided to the regulatory authority within 24 hours.

WORKING DIRECTLY WITH CHILDREN

National Regulations state that an educator cannot be included in calculating the educator to child ratio of a centre-based Service unless the educator is working directly with children. A record must be kept of educators working directly with children which includes the name of each educator and the hours each educator works directly with children being educated and cared for by the Service.

- To ensure compliance with regulations, our Service will only include educators in the educator to child ratio who are working directly with the children and ensure a current roster and a sign on/sign off record are available to verify this
- Additionally, the rooms and times that each educator is allocated to work directly with children and their WWCC numbers will be recorded on the working with children record
- The approved provider must ensure that a record is kept indicating the period of time an early childhood teacher and each suitably qualified person is working directly with children.

ROSTERS

- Our Service will ensure the roster and routine provides adequate supervision of children at all times
- Rosters will be created to provide children with continuity of care to support children's development of secure relationships and contribute to their wellbeing
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar to provide continuity of care
- The staff roster will be planned in advance to ensure regulation requirements are met, including minimum staff qualifications and first aid qualification requirements.

STUDENTS, VOLUNTEERS AND VISITORS

The approved provider will ensure that students, volunteers and visitors meet any requirements for WWCC/Clearance [Vic] and record and verify each student, volunteer or visitors WWCC (where required). At no time will students, volunteers and/or visitors be left alone with a child or group of children. Students, volunteers and/or visitors will not be included in the educator to child ratio (best practice). Management will ensure the Service's *Student, Volunteer and Visitor Policy* is followed at all times. All volunteers and students will be inducted into the Service to ensure they adhere to the Service's policies and procedures including *Child Protection, Safe Use of Digital Technologies and Online Environments*, our Statement of Philosophy and Code of Conduct.

PRIVACY

- Staff and educators will adhere to the Service's *Privacy and Confidentiality Policy* and Privacy Law in relation to children and their families, or matters relating to the Service and will at no time take part in inappropriate or unlawful conversations or discussions
- The nominated supervisor will ensure that students and volunteers are made aware of the Service's *Privacy and Confidentiality Policy* and Privacy Law during their initial induction
- All staff, educators, volunteers and students are provided with information about the Early Childhood Australia (ECA) Code of Ethics
- All staff and educators will be made aware of Child Information Sharing Schemes (CISS) and Family Violence Information Sharing Schemes (FVSS) [as related to each state/territory].

STAFF EMPLOYED UNDER 18 YEARS OF AGE

Our Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times by an educator who is over 18 years of age.

STAFF RECRUITMENT

Our Service will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available, as per the Service *Recruitment Policy*. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position. The recruitment process is aligned with legislative obligations, our Service's child safe culture, values and support diversity and inclusion.

- All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.
- All prospective applicants must declare they hold no prohibition or disciplinary notices/orders (including show cause notice, suspension notice, supervision notice) and undergo NQA ITS register checks with any negative findings deeming them unsuitable for employment.
- Staff and educators are advised it is an offence to provide false or misleading information in relation to their identity, qualifications, clearances, or any matter relevant to their suitability to work with children.
- All potential staff are subject to maintenance of a valid WWCC/Vulnerable Person Check and appropriate qualifications. Valid first aid, asthma and anaphylaxis management training, immunisation status or food safety qualification *may* also be required.
- All potential staff must complete mandatory Child Safety training (effective February 2026)
- All new staff will undergo a probation period of six (6) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.
- Staff induction includes provision of the Service's policies and procedures, National Principles for Child Safe Organisations [Vic] Code of Conduct, child protection, electronic device requirements, Work Health and Safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, communication with families' processes, Family Assistance Law and Child Care Subsidy, Child Information Sharing Schemes and introduction to senior staff members and/or mentor.

POLICIES AND PROCEDURES

Our Service will ensure a copy of the policies and procedures are available to all staff at all times, either electronically or in hard copy. The approved provider will ensure steps are taken to ensure staff follow policies and procedures through the following practices:

- new staff members are to read and acknowledge key policies and procedures during the induction process
- policy review is to be conducted during staff meetings to support staff understanding and adherence
- staff meeting minutes will record evidence of policies and procedures reviewed with staff
- policy review will be systematic and occur on a regular basis to support regular review and maintenance of policies and procedures
- staff are requested to provide feedback following policy reviews

- policy review will be conducted following updates to legislation or regulation amendments or following an incident or complaint
- the *Policy Acknowledgement Form* is completed for each staff member
- performance reviews and improvements plans will be linked to policies and procedures
- checklists and audits will be used to identify any practices inconsistent with policies and procedures
- the *Performance Management Policy* outlines procedures for dealing with non-compliance of policies
- performance improvement plans reflect expectations of behaviours required from staff linked to policies and procedures

ONGOING SUITABILITY

Our Service will ensure staff and educators remain fit and proper to work with children at all times. Any concerns, allegations or suspicions regarding child safety will be reported and responded to in accordance with the *Child Protection Policy, Child Safe Environment Policy* and *Management of Inappropriate Conduct Procedure*. All staff or educators employed at the Service must inform the approved provider of any changes to their fit and proper status within 24 hours, including any prohibition or disciplinary notices/orders (including show cause notice, suspension notice, supervision notice or enforceable undertaking) The approved provider will conduct regular WWCC/Vulnerable Persons Checks and complete NQA ITS register checks with any negative findings
reported and investigated.

Reports will be made to relevant authorities as required (e.g. regulatory authority, child protection agency, reportable conduct scheme or police in accordance with Child Safety policies). Our Service will comply with all directions issued by relevant authorities following any notifications of reportable conduct, including ensuring the staff member or educator does not attend the premises or engage in education and care during the investigation. Where an investigation is underway the staff member or educator will be immediately removed from duties involving working directly with children.

CONTINUOUS IMPROVEMENT

Our *Staffing Arrangements Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

CHILD CARE CENTRE DESKTOP- RELATED RESOURCES

Code of Conduct Staff Acknowledgement Educational Leadership Guide Educational Leader Programming Agreement Educational Leader Report Ensure Staff Follow Policies Guide Flexible Working Arrangement Guidelines Individual Staff Record Nominated Supervisor Offer and Acceptance Form Policy Acknowledgement Form Responsible Person Offer and Acceptance Form Record 'actively working towards' qualification Form	Record of Access to an ECT Record of Access to an ECT (Under 25 children) Record of Short-Term Relief Roster Template/Sample Staff Handbook Student and Volunteer Application Form Team Meeting Agenda Team Meeting Guide Team Meeting Minutes Team Memo Team/Staff Register

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*

Australian Children's Education & Care Quality Authority. (2025). *Educators Who are 'Working Towards a Qualification'.* Information Sheet.

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. *Staffing Guidelines*.

Australian Children's Education & Care Quality Authority. (2023). Short Term Relief of Educators at Centre-Based Services

Australian Children's Education & Care Quality Authority. (2024). *Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For the National Model Code*.

Department of the Officer of the Privacy Commissioner: www.privacy.gov.au

Children (Education and Care Services) National Law (NSW) (For NSW Services only)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations. (Amended 2025)

NSW Government. Office of the Children's Guardian: Working with children check

Western Australian Legislation Education and Care Services National Law (WA) Act 2012 (for WA Services only)

Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012 (for WA Services only)

REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] admin	[DATE] 08/07/2026
POLICY REVIEWED	JANUARY 2026 /SEPTEMBER 2025	NEXT REVIEW DATE	FEBRUARY 2027
VERSION NUMBER	V14a.09.25		
MODIFICATIONS	JANUARY • added information to strengthen child safety requirements • added information related to staff record		

	• additional information added re: additional children-emergency situations • added information about National Educator Register • policy reviewed out of regular calendar review due to legislation changes for child safety- National Law and National Law amendments SEPTEMBER • added reference to new mandatory policy- *Safe Use of Digital Technologies and Online Environments Policy* • minor edits within policy • sources checked for currency and updated as required	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
FEBRUARY 2025	• major review of policy • restructured policy to provide improved flow, less repetition and staffing arrangements information outlined in the Guide to NQF -QA4 • updated information on short term relief • updated amendments in legislation for workforce transitional arrangements • sources checked for currency and updated as required	FEBRUARY 2026