

Junior Educator Policy

PURPOSE

At Bateau Bay OSHC, we value the enthusiasm, curiosity, and fresh perspectives that junior educators bring to our team. This policy outlines how we support, supervise, and integrate junior educators under 18 years of age, ensuring their contributions are meaningful while maintaining safety, compliance, and the high-quality standards of our Service. It reflects our commitment to providing a safe and supportive environment for both children and staff.

SCOPE

This policy applies to all junior educators under 18 years of age, as well as the supervising educators, coordinators, management, and the wider OSHC community. It guides how junior educators are engaged, supervised, and supported within the Service.

Implementation

Bateau Bay OSHC is committed to creating a positive and structured environment for junior educators. They are employed in supportive roles that contribute to the smooth operation of the Service, ensuring they gain experience while always working under the supervision of an educator aged 18 years or older. Junior educators are permitted to be counted in educator-to-child ratios only when actively working with children and under direct supervision.

Junior educators receive a full induction, which covers child safety, health and hygiene practices, and expectations regarding professional conduct. Tasks are allocated based on the age, experience, and confidence of each junior educator. Junior educators are never left alone with children, and they always know who is supervising them, so they can ask for guidance or support at any time.

Supervision and Responsibilities

A supervising educator aged 18 or older is responsible for mentoring, guiding, and directly overseeing the junior educator throughout their shift. Junior educators may assist with activity setup and pack down, support children during activities, participate in group play, and assist with general cleaning and safety checks. They are not responsible for managing incidents independently or supervising a group of children alone.

Professional Support and Development

Junior educators are supported through structured induction and orientation, ongoing professional guidance from senior educators, and opportunities to build confidence and skills within a safe and supportive environment. The Service encourages continuous learning and reflection, ensuring that junior educators develop both their abilities and understanding of professional practice in education and care.

Junior Educator Policy

Review

This policy is reviewed annually or earlier if required due to changes in regulations or Service needs. The perspectives of junior educators and supervising staff are considered during the review process to ensure the policy remains practical, safe, and supportive.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the engagement, supervision and support of junior educators.

This means that all practices involving junior educators must prioritise the safety, protection and wellbeing of children above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable steps to ensure that junior educators are appropriately supervised, supported and guided at all times, and that their roles do not place children at risk.

The Service will ensure that junior educators are only engaged in tasks that are appropriate to their age, experience and level of training, and that they are never left alone with children or responsible for independent supervision. A supervising educator will maintain direct oversight at all times, ensuring that safe practices are followed and that children's needs are met in a responsive and supportive manner.

All practices relating to junior educators must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.

Junior Procedure – First Aid

Purpose

At Bateau Bay OSHC, the safety and wellbeing of children, staff, and visitors is our highest priority. This procedure ensures that junior educators (under 18 years of age) understand their role in providing first aid, always under supervision, while supporting the immediate care of any child, staff member, or visitor who is injured or unwell. It ensures compliance with National Law, Regulations, and the National Quality Standard.

Scope

This procedure applies to all junior educators under 18 years of age, as well as supervising educators, management, and other staff members involved in the care of children. It covers responsibilities during daily routines, excursions, and emergency situations.

Implementation

Junior educators are not qualified first aiders and must always work under the supervision of a staff member with current approved first aid training. They are encouraged to remain calm and supportive, assisting the supervising educator by helping to reassure the injured person, keeping other children safe, and preparing any equipment as directed.

During any incident, junior educators may assist with fetching first aid supplies, comforting children, documenting observations, and following instructions from the supervising educator. They are never to administer first aid independently, give medication, or manage serious injuries or emergencies alone.

Junior educators are also responsible for ensuring that they are aware of the location of first aid kits, emergency contact numbers, and children's individual Medical Management Plans, such as those for asthma, allergies, or anaphylaxis, so they can provide accurate information to supervising educators during an incident.

Junior Procedure – First Aid

Emergency Response

If a child or staff member requires urgent medical attention, junior educators should immediately alert a qualified first aider or the Nominated Supervisor. They assist in guiding children away from the area, keeping the environment safe, and providing comfort to the injured person while remaining under supervision. If an ambulance is needed, the supervising educator manages the call to emergency services, while the junior educator follows instructions to support the situation safely.

Supervision and Responsibilities

A supervising educator aged 18 or older is responsible for directing the actions of junior educators during any first aid situation. Junior educators must follow instructions carefully, remain with the supervising educator, and ensure the injured person is never left alone. They are encouraged to observe and learn first aid techniques, building confidence under safe and guided conditions.

Junior educators are also responsible for helping to maintain first aid kits, reporting when supplies are low, and assisting in the documentation of incidents as directed. All documentation must be completed by the supervising educator, with junior educators providing accurate observations where required.

Professional Support and Development

Junior educators receive training and guidance on their responsibilities in first aid situations during induction and ongoing mentoring by supervising educators. They are supported to develop confidence and skills in a safe environment, understanding the importance of supervision, clear communication, and professional conduct during all emergency or first aid situations.

Review

This procedure will be reviewed annually, or earlier if required due to changes in regulations, Service practices, or feedback from junior educators and supervising staff. Reviews ensure that the procedure remains effective, safe, and supportive of both junior educators and children.



Junior Educator Policy

Review

Date:	Changes:	Reviewed by:
10/10/2024	New policy (All updated)	Charmayne Nathan
17/09/2025	Policy was updated and condensed information / First Aid Junior Procedure was added.	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan