

Staffing Arrangements Policy

Introduction

Bateau Bay Before & After School Care (OSHC) is committed to providing qualified, experienced, and caring educators and Nominated Supervisors who develop warm, respectful, and nurturing relationships with children. Our staffing arrangements ensure children's health, safety, and wellbeing are protected at all times through effective supervision, compliance with educator-to-child ratios, and best practice standards. Educators, in collaboration with the Educational Leader, design and implement programs that are developmentally appropriate, engaging, and aligned with children's interests and learning.

Purpose

This policy outlines the Service's commitment to employing educators and staff in accordance with the Education and Care Services National Law and Regulations. It ensures the Service meets regulatory requirements for qualifications, experience, and educator-to-child ratios while promoting continuity of care and high-quality learning experiences for all children.

Scope

This policy applies to the Approved Provider, Management, Nominated Supervisors, Responsible Persons, educators, volunteers, and students at the Service. It guides recruitment, induction, supervision, rostering, and professional practice to ensure the safety, wellbeing, and learning of children.

Educator Qualifications and Actively Working Towards

Educators must meet the qualifications required under National Regulations. Staff actively working towards an approved early childhood qualification may be counted as suitably qualified if they provide evidence of enrolment, progress, and a training plan. The Service supports educators in completing their qualifications through mentoring and monitoring progress in collaboration with their Registered Training Organisation (RTO). Records of staff qualifications and progress are maintained as part of the Service's staffing documentation.

Educational Leader

The Educational Leader plays a key role in guiding and supporting educators in their professional practice. They mentor educators to provide high-quality learning experiences that are engaging, inclusive, and developmentally appropriate. The Educational Leader ensures programs align with the My Time, Our Place Framework, and maintains records of professional development, curriculum planning, and continuous improvement processes.

Staffing Arrangements Policy

Nominated Supervisor

The Nominated Supervisor is a suitably qualified person appointed by the Approved Provider to manage the day-to-day operations of the Service. They are responsible for the supervision, safety, and learning experiences of children, as well as compliance with National Law, Regulations, and Service policies. The Nominated Supervisor's name is clearly displayed for families, educators, and visitors. They accept the position in writing, maintain up-to-date knowledge of child protection requirements, and ensure all programs reflect the approved learning framework and children's individual needs.

Responsible Person

A Responsible Person is physically present at the Service whenever children are being educated and cared for. This may be the Approved Provider, Nominated Supervisor, or another suitably qualified person in day-to-day charge. The Responsible Person ensures children are safe, supported, and supervised, and adheres to all Service policies and procedures. Their name is clearly displayed to families, staff, and visitors.

Supervision and Educator-to-Child Ratios

The Service ensures that children are actively supervised at all times. Educators adjust supervision according to the children's age, abilities, group size, and activity type, while balancing children's need for independence. Adequate supervision is maintained during transitions, outdoor play, sleep/rest times, and excursions or transportation. Educators remain attentive and engaged with children, positioning themselves to respond promptly to any risks or hazards. Educator-to-child ratios comply with National Regulations to maintain children's safety and quality of care.

First Aid, Anaphylaxis, and Asthma Management

At least one staff member or Nominated Supervisor on duty holds current approved qualifications in first aid, anaphylaxis management, and emergency asthma management. Staff are responsible for maintaining up-to-date certificates and providing copies to the Service to ensure compliance and readiness in case of an emergency.

Working With Children Checks

All staff, educators, volunteers, and students hold a valid Working With Children Check or state/territory equivalent before commencing work at the Service. The Approved Provider monitors expiry dates, verifies clearances, and takes immediate action if concerns arise to ensure children are not exposed to risk.

Staffing Arrangements Policy

Staff Records

The Service maintains detailed records of all staff, educators, volunteers, students, Nominated Supervisors, Educational Leaders, and Responsible Persons. Records include qualifications, training, WWCC verification, professional registrations, and evidence of ongoing professional development. Staff must sign in and out daily to maintain accurate attendance records.

Volunteers and Students

Volunteers and students are supervised at all times and are never left alone with children. They must comply with the Service's induction program, policies, and procedures, including child protection, privacy, behaviour guidance, and emergency management. Their attendance is recorded and monitored.

Staff Under 18 Years of Age

Staff under 18 years of age are never left unsupervised and work under the direct supervision of qualified educators at all times.

Policy Review and Continuous Improvement

The Service regularly reviews and updates this policy to reflect legislative changes, best practice standards, and feedback from families, staff, and educators. Continuous improvement processes include professional learning, mentoring, and reflective practice to maintain high-quality staffing arrangements.

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 staffing 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 staffing arrangements, supervision and workforce management.

This requires that all staffing decisions prioritise the safety, supervision and wellbeing of children above all other considerations. Educators, staff and management must exercise sound professional judgement to ensure that appropriately qualified, experienced and suitable educators are engaged at all times, and that educator-to-child ratios, supervision requirements and compliance obligations are consistently met.

The Service will ensure that staffing arrangements are planned, implemented and monitored to maintain a safe, stable and high-quality environment for children. This includes effective rostering, maintaining required qualifications, ensuring valid Working With Children Checks, providing ongoing professional development, and ensuring that all staff, volunteers and students are appropriately supervised and supported.

All practices relating to staffing arrangements 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.



Staffing Arrangements Policy

Review

Date:	Changes:	Reviewed by:
06/06/2023	New policy (All updated)	Charmayne Nathan
06/04/2023	Reviewed - No changes	Charmayne Nathan
18/09/2025	Policy was updated, information was condensed.	Charmayne Nathan
30/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan