

## 2.3 Educator to Child Ratios

### Policy Statement

Middle Park OSHC will maintain its compliance with the *Education and Care Services National Regulations* in its operations and service delivery. In setting the roster for educators, the service will ensure ratios are maintained through sound planning, a commitment to quality and contingency planning for unexpected circumstances.

Additionally, in selecting ratios for special activities, consideration will be given to the nature of activities undertaken, the ages and abilities of the children and any special needs that the children may have as well as the ongoing obligation to ensure effective supervision.

### Related Policies

- 2.2 – *Statement of Commitment to the Safety of Children*
- 2.6 *Positive Behaviour Support Practices*
- 2.7 *Supporting Complex Behaviours*
- 3.1 *Educational Program Design & Implementation*
- 3.5 – *Excursions*
- 3.5.1 *Transport for Excursions*
- 3.1.3 *Water Safety*
- 4.9 *Children’s Toileting*

### Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none"><li>• Ensure practices and budgets reflect quality care and sufficient staffing arrangement to cater for the needs of children.</li></ul>
Nominated Supervisor	<ul style="list-style-type: none"><li>• Develop rosters and staffing plans to ensure regulations are maintained at all times.</li><li>• Staffing arrangement reflect contingency planning to ensure ratios are consistent with Regulations and risk-assessments</li><li>• Lead the risk assessment planning to identify suitable staffing ratios for high-risk activities.</li></ul>
All Staff	<ul style="list-style-type: none"><li>• Will support the development of rostering through effective communication of absences and unavailability.</li></ul>

### Procedures

In setting educator to child ratios, management will be guided by the *Education and Care Services National Regulations 2011* which set out the following:

- A maximum of 15 school-age children to 1 educator (Regulation 123 (1)(d));
- Educators must be working directly with children to be included in the ratios (Regulation 13 & 122); and
- At least one educator, with first aid qualifications, anaphylaxis management training, and emergency asthma management training will be in attendance and immediately available in an emergency (Regulation 136).

Children who may require additional support, assistance or attention are considered. This may include extra educators in accordance with funding and support arrangements for that child.

### Composition of Qualified Staff

Minimum qualification requirements must be applied when calculating ratios (Regulation 299)

- One person with a 2-year qualification (Diploma level) will be present at all times that education and care is being provided. During vacation care, the 2-year qualified person needs to be present for a minimum of 7 hours and 15 minutes.
- Thereafter, for every 30 children in attendance, one educator with a 1-year qualification (Certificate III level) will be present.
- Aside from the above, educators in ratio under 18 years of age must be working towards an approved qualification

- An unqualified educator must be accompanied by a 1-year or 2-year qualified educator when supervising children throughout the OSHC service and its licensed spaces as per the service's lease agreement with Middle Park State School. Should activities require a single educator, then a 1-year or 2-year qualified educator will be required to supervise the activity.

### **Volunteers**

Volunteer workers may be counted towards the educator to child ratios for the service provided the qualification requirements are met. Volunteers under the age of 18 must be fully supervised. Risk assessments will be conducted, as necessary when utilising volunteers.

### **Excursions and Special Activities**

For excursions or activities that pose an additional risk, educator to child ratios will be determined once a full risk assessment of the activity has been conducted. When setting ratios consideration will be given to the level of risk and hazards identified, the nature of the activities, transportation, and any other relevant matters (Regulation 101(f)).

### **Relevant Laws and Provisions**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *National Quality Standard, Quality Areas: 1 – Educational program and practice; 2 – Children's health and safety; 4 - Staffing arrangements; and 7 – Governance and leadership.*

### **E&CS Legislation Compliance**

- *Education and Care Services National Regulations 13, 122, 123 (1)(d), 136 & 299.*

<b>Policy Controls</b>			
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