

### 1. Policy Statement

We are committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that SPLASH is effectively supervised and managed, and new staff, volunteers and students are provided with training and support.

### 2. Aim

- To ensure our supervision and staffing practices keep children safe at all times.
- To build a strong, collaborative, respectful staff team who enact the philosophy, principles, policies and practices of SPLASH in their relationships with each other, the children and families.

### 3. Background

Quality Area 4 of the National Quality Standard has two standards that focus on staffing arrangements. The Guide to the National Quality Framework (Quality Area 4) notes that, 'These standards are crucial to delivering quality outcomes for children under the National Quality Framework because:

- professional and collaborative relationships between management, educators and staff support continuous improvement, leading to improved learning experiences and outcomes for children
- careful organisation of staff contributes to the continuous support of each child's learning and development in an effectively supervised environment
- professional standards set quality benchmarks for educators' practice and relationships.'

Our policy and procedures about staffing help promote an environment in which children are provided with optimal quality education and care, and educators, staff, nominated supervisors, co-ordinators, volunteers and students receive professional and wellbeing support.

### 4. Legislative Requirements

#### Law and Regulations

Section/Regulation	Description
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<b>Section 56</b>	Notice of addition of nominated supervisor
<b>Section 56A</b>	Notice of change of a nominated supervisor's name or contact details
<b>Section 161</b>	Offence to operate education and care service without nominated supervisor
<b>Section 161A</b>	Offence for nominated supervisor not to meet prescribed minimum requirements
<b>Section 162</b>	Offence to operate education and care service unless responsible person is present
<b>Section 162A</b>	Persons in day-to-day charge and nominated supervisors to have child protection training
<b>Section 165</b>	Offence to inadequately supervise children
<b>Section 166</b>	Offence to use inappropriate discipline
<b>Section 167</b>	Offence relating to protection of children from harm and hazards
<b>Section 168</b>	Offence relating to required programs
<b>Section 169</b>	Offence relating to staffing arrangements
<b>Section 170</b>	Offence relating to unauthorised persons on education and care service premises
<b>Section 172</b>	Offence to fail to display prescribed information
<b>Section 173</b>	Offence to fail to notify certain circumstances to ESB
<b>Section 175</b>	Offence relating to requirement to keep enrolment and other documents
<b>Regulation 35</b>	Notice of addition of new nominated supervisor
<b>Regulation 77</b>	Health, hygiene and safe food practices
<b>Regulation 78</b>	Food and beverages
<b>Regulation</b>	Sleep and rest
<b>Regulation 82</b>	Tobacco, drug and alcohol-free environment
<b>Regulation 83</b>	Staff members and family day care educators not to be affected by alcohol or drugs



<b>Regulation 84</b>	Awareness of child protection law
<b>Regulation 85</b>	Regulation 85
<b>Regulation 90</b>	Medical conditions policy
<b>Regulation 93</b>	Administration of medication
<b>Regulation 94</b>	Exception to authorisation requirement – anaphylaxis or asthma emergency
<b>Regulation 95</b>	Procedure for administration of medication
<b>Regulation 96</b>	Self-administration of medication
<b>Regulation 99</b>	Children leaving the education and care service premises
<b>Regulation 100</b>	Risk assessment must be conducted before excursion
<b>Regulation 101</b>	Conduct of risk assessment for excursion
<b>Regulation 102</b>	Authorisation for excursions
<b>Regulation 102B</b>	Transport risk assessment must be conducted before service transports child
<b>Regulation 102C</b>	Conduct of risk assessment for transporting of children by the education and care service
<b>Regulation 102D</b>	Authorisation for service to transport children
<b>Regulation 117A</b>	Placing a person in day-to-day charge
<b>Regulation 117B</b>	Minimum requirements for a person in day-to-day charge
<b>Regulation 117C</b>	Minimum requirements for a nominated supervisor
<b>Regulation 123</b>	Educator to child ratios – centre-based services
<b>Regulation 125</b>	Application of Division 4
<b>Regulation 126</b>	Centre-based services – general educator qualifications
<b>Regulation 136</b>	First aid qualifications
<b>Regulation 145</b>	Staff record
<b>Regulation 146</b>	Nominated supervisor
<b>Regulation 147</b>	Staff members
<b>Regulation 148</b>	Educational leader



<b>Regulation 149</b>	Volunteers and students
<b>Regulation 150</b>	Responsible person
<b>Regulation 155</b>	Interactions with children
<b>Regulation 156</b>	Relationships in groups
<b>Regulation 168</b>	Education and care service must have policies and procedures
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 172</b>	Notification of change to policies or procedures
<b>Regulation 173</b>	Prescribed information to be displayed
<b>Regulation 174</b>	Time to notify certain circumstances to ESB

### 5. Principles to inform our Policy

All decision-making is carried out in accordance with the principles of our service's Staffing policy.

- We prioritise the health, safety and wellbeing of children. With quality practices for staffing arrangements, we ensure that our educators, staff, volunteers and students safeguard the children at all times.
- Our educators, staff, volunteers and students are guided by a high level of professional standards. We provide position descriptions for our staff as well as training in, and regular reflections on, our code of conduct, Early Childhood Australia's (ECA) Code of Ethics, and any relevant standards related to their qualifications (e.g. the Australian Professional Standards for Teachers).
- We are committed to good governance and quality management. Our responsible person is appointed in line with regulatory requirements and ensures that SPLASH is effectively supervised and managed.
- We value the important role of volunteers and students on practicum placements. They are provided with the necessary training and support to ensure they are familiar with our policies and procedures.



### 6. Key terms

Term	Meaning	Source
<b>Code of Ethics</b>	Together with a code of conduct, a code of ethics helps guide interactions between management, educators and staff, as well as informing SPLASH's decision-making processes relating to professional standards, especially when there are conflicting obligations or responsibilities. The Guide to the NQF references ECA's Code of Ethics, although compliance with the Code is not mandatory under the National Law and Regulations.	Guide to the NQF (Quality Area 4 – Staffing arrangements) <a href="http://earlychildhoodaustralia.org.au/our-publications/eca-codeethics/">earlychildhoodaustralia.org.au/our-publications/eca-codeethics/</a>
<b>Professional standards.</b>	Professional standards guide practice, interactions and relationships. The standards inform educators and staff of their responsibilities in relation to one another and to the children and their families	Guide to the NQF (Quality Area 4 – Element 4.2.2)
<b>Responsible person</b>	A responsible person is: • the approved provider or a person with management or control • a nominated supervisor • a person in day-to-day charge of SPLASH. In a family day care (FDC) service, the responsible person must be available to provide support to FDC educators. The approved provider is responsible for assessing a person's suitability as responsible person.	National Law (Section 162) Guide to the NQF (Quality Area 4 – Staffing arrangements)
<b>Working with children check (WWCC)</b>	A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that: (a) the person has been assessed as suitable to work with children; or (b) there has been no information that if the person worked with children the person would pose a risk to the children; or (c) the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.	National Law (Definitions)
<b>Volunteer</b>	A person who offers their time and services without payment to assist teachers, organise events, or engage with children under supervision, however, they are not counted in ratio.	
<b>Room Leader</b>	A qualified individual responsible for overseeing a specific room or group of children, planning educational programs, supervising children, and maintaining a safe environment	
<b>Student</b>	"An individual studying early childhood education, gaining practical experience or completing a	



	placement under the guidance of qualified educators.	
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### 7. Related Policies

- Incident, injury, trauma and illness
- Dealing with medical conditions in children
- Emergency and evacuation
- Delivery of children to, and collection from, education and care service premises
- Excursions
- Providing a child safe environment
- Sleep and rest for children
- Nutrition, food and beverages, dietary requirements
- Interactions with children
- Enrolment and orientation
- Governance and management
- Dealing with complaints
- Safe transportation of children

### 8. Induction and ongoing training

- During induction of staff members, the Staffing policy, our Code of Conduct policy, and the ECA Code of Ethics are shared with staff and made available for them to read and reflect on.
- Discussions at staff meetings include references to the above documents in building a collegial environment where there are shared understandings in relation to staff enacting a high level of professional standards and assisting managers, co-ordinators, educators and other staff to fulfil their roles effectively
- This policy is reviewed annually with the staff including opportunities for updates and adjustments which reflect the developing SPLASH culture and practices.
- Where there are breaches of this policy, staff will be given additional training to ensure that the policy is understood and implemented.



### 9. Sources

- Education and Care Services National Law and Regulations
- National Quality Standard
- Children's Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019
- Family Assistance Law
- Working with Children Check Information Kit Department of Human Services
- [ACECQA Staffing Guidelines](#)
- [ECA Code of Ethics](#)

### 10. Policy Review

Last reviewed: March 2026

Date for next review: March 2027



## Procedural Guidelines

### 1. Statement and Implementation

These procedures enable the implementation of our Staffing Policy.

### 2. Roles and Responsibilities

Specific roles and responsibilities are designated for the people who hold different positions within our service. These align with the Education and Care Services National Regulations. They ensure systems are in place to minimise risk and ensure health and safety procedures are implemented by the responsible people in our service to ensure we are meeting the requirements under the Education and Care Services National Law.

Role	Responsibilities
<b>Approved provider</b>	<ul style="list-style-type: none"> <li>• ensure that obligations under the Education and Care Services National Law and National Regulations are met</li> <li>• ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements</li> <li>• take reasonable steps to ensure that nominated supervisors, educators, staff, volunteers and students follow the Staffing policy and procedures</li> <li>• ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, staff, volunteers and students, and available for inspection</li> <li>• notify families at least 14 days before changing the policy or procedures if the changes will:               <ul style="list-style-type: none"> <li>• affect the fees charged or the way they are collected or</li> <li>• significantly impact SPLASH's education and care of children or</li> <li>• significantly impact the family's ability to utilise SPLASH</li> </ul> </li> <li>• ensure that the environment is free from the use of tobacco, illicit drugs and alcohol, and the nominated supervisor, educators, staff,</li> </ul>



	<p>volunteers and students are not affected by alcohol or drugs (including prescription medication).</p> <p><b>Staff record</b></p> <ul style="list-style-type: none"><li>• ensure that a staff record is kept with the details in regulations 145–152.</li></ul> <p><b>Professional standards</b></p> <ul style="list-style-type: none"><li>• ensure that all educators, staff, volunteers and students are familiar with ECA's Code of Ethics</li><li>• collaborate with educators and staff to develop a code of conduct</li><li>• ensure that all educators, staff, volunteers and students are provided with a copy of, and are familiar with, the code of conduct</li><li>• take appropriate action in the event that the code of conduct is not met.</li></ul> <p><b>Responsible Person</b></p> <ul style="list-style-type: none"><li>• ensure that a nominated supervisor or person in day-to-day charge is present at SPLASH in the absence of the approved provider</li><li>• ensure that the person in day-to-day charge consents to the placement in writing</li><li>• ensure that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any requirements for child protection training</li><li>• ensure that the nominated supervisor and person in day-to-day charge:<ul style="list-style-type: none"><li>• is 18 years old</li><li>• has adequate knowledge and understanding of the provision of education and care to children</li><li>• has the ability to effectively supervise and manage SPLASH</li><li>• has a history of compliance with the Education and Care Services National Law and other relevant laws. This includes any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person</li></ul></li><li>• ensure the nominated person completes and signs a Compliance history statement template and a Prohibition notice declaration</li></ul>
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	<p>template (<a href="http://acecqa.gov.au/resources/applications/sample-formsand-templates">acecqa.gov.au/resources/applications/sample-formsand-templates</a>)</p> <ul style="list-style-type: none"> <li>• ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of SPLASH.</li> <li>• notify the ESB in writing about a new nominated supervisor and if the details of the nominated supervisor change</li> <li>• ensure that the staff record includes the name of the responsible person for each time that children are being educated and cared for.</li> </ul> <p><b>Volunteers and students on practicum placements</b></p> <ul style="list-style-type: none"> <li>• ensure that volunteers and students meet any requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependant)</li> <li>• ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food</li> <li>• ensure that volunteers and students are not affected by alcohol or drugs</li> <li>• ensure that volunteers and students are informed about SPLASH's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma</li> <li>• ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.</li> </ul>
<p><b>Nominated supervisor/ Responsible person</b></p>	<ul style="list-style-type: none"> <li>• ensure that regulatory obligations are met in relation to staffing arrangements</li> <li>• implement procedures for staffing arrangements</li> <li>• ensure that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements</li> <li>• must be present at SPLASH in the absence of the approved provider</li> </ul>



	<ul style="list-style-type: none"><li>• ensure that they themselves, as well as educators, staff, volunteers and students, are not affected by alcohol or drugs</li><li>• must be aware of the existence and application of current child protection law and their obligations under the law and have completed any requirements for child protection training</li><li>• have completed and signed a Compliance history statement template and a Prohibition notice declaration template (<a href="http://acecqa.gov.au/resources/applications/sample-forms-and-templates">acecqa.gov.au/resources/applications/sample-forms-and-templates</a>)</li><li>• ensure that the name of the nominated supervisor is displayed so that it is visible from the main entrance of SPLASH.</li><li>• advise the approved provider if they have changed their name or contact details (the ESB is to be notified)</li><li>• ensure that their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications are met</li><li>• ensure the staff record includes the name of the responsible person for each time that children are being educated and cared for.</li></ul> <p><b>Staff record</b></p> <ul style="list-style-type: none"><li>• ensure that a staff record is kept with the details in regulations 145–152.</li></ul> <p><b>Professional standards</b></p> <ul style="list-style-type: none"><li>• ensure that all educators, staff, volunteers and students are familiar with ECA's Code of Ethics</li><li>• collaborate with educators and staff to develop a code of conduct</li><li>• ensure that all educators, staff, volunteers and students are provided with a copy of, are familiar with, and adhere to the code of conduct</li><li>• take appropriate action in the event that the code of conduct is not met.</li></ul> <p><b>Volunteers and students on practicum placements</b></p>
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	<ul style="list-style-type: none"> <li>• ensure that volunteers and students meet any requirements for working with children clearance, such as a WWCC, or teacher registration details</li> <li>• ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food</li> <li>• ensure that volunteers and students are not affected by alcohol or drugs</li> <li>• inform volunteers and students about SPLASH's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma</li> <li>• ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable</li> </ul>
<b>Educators and staff</b>	<ul style="list-style-type: none"> <li>• must be aware of and follow the Staffing policy and procedures</li> <li>• must meet any requirements relating to education and care qualifications, first aid qualifications, and working with children clearance, such as a WWCC, or teacher registration details</li> <li>• must have undertaken current child protection legislation training, including for mandatory reporting requirements and obligations in their jurisdiction</li> <li>• must not be affected by alcohol or drugs and must not consume these while at SPLASH.</li> <li>• must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food</li> <li>• should be familiar with ECA's Code of Ethics</li> <li>• must be familiar with and adhere to the code of conduct</li> <li>• ensure quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4 – Staffing arrangements)</li> </ul>
<b>Volunteers/students</b>	<ul style="list-style-type: none"> <li>• implement the Staffing policy and procedures</li> <li>• should be familiar with ECA's Code of Ethics</li> <li>• must be familiar with and adhere to our code of conduct • must meet any requirements for working with children clearance, such as a WWCC, or teacher registration details</li> </ul>



	<ul style="list-style-type: none"> <li>• must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food</li> <li>• must not be affected by alcohol or drugs and must not consume these while at SPLASH.</li> <li>• must be familiar with the policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma</li> <li>• must not subject children to any form of corporal punishment or any discipline that is unreasonable.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• be familiar with the code of conduct and report any concerns to the approved provider or nominated supervisor/responsible person.</li> </ul>

### 3. Implementation

#### 3.1 Supervision

Children’s safety and wellbeing is taken very seriously at our service. All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods throughout the day when children may, for example, be changing rooms or groups, moving between outdoor and indoor environments, arriving or leaving SPLASH, moving from service vehicles to the SPLASH premises, leaving or returning from excursions, moving to meal areas, washing their hands, or using the toilet.

To achieve this outcome educators will be alert, aware and in sight and sound of all children for whom they are responsible. Educators supervising outdoors must position themselves to see as much of the play area as possible, and follow any playground supervision plans if relevant. They will also actively engage with children and not stand back and watch. Educators working directly with children must focus on the children and not other duties/activities. They will not group together in the outdoor environment except for brief, necessary discussions regarding the children’s safety and wellbeing



In particular, children will be supervised:

- when resting or sleeping
- during hand washing and/or toilet times
- at the table when eating/drinking (children will not be allowed to wander around with food or drinks)
- in any areas where risk is increased
- during any water activity (at least one educator close at all times)

To ensure all children are accounted for during transitions between SPLASH play spaces (eg. The courts or hall), the RP will record names of children using the other space, on a list. Movement of children between spaces will be communicated to the RP or educator in the other space via the walkie talkie and the list will be updated accordingly.

### **3.1.1 Adequacy of supervision**

There may also be times when minimum ratio requirements are not sufficient to ensure children are adequately supervised. On these occasions the Nominated Supervisor will assess the situation and when necessary ensure there are extra adults present to ensure children's health, safety and wellbeing.

Issues affecting the adequacy of supervision include, but are not limited to:

- the number, ages and abilities of children
- the number and positioning of educators
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of such areas
- risks in the environment and experiences provided to children
- the educators' knowledge of each child and each group of children
- the experience, knowledge and skill of each educator.

Educators will ensure team members know when they leave the room or area, or finish their shift, and are aware of any particular issues that may require additional oversight of children. They will do this verbally and there must be acknowledgement by the other educator prior to leaving the environment. The register of educators working with children will be completed if the educator is leaving for any length of time (see attached template).

To further ensure children are always adequately supervised the Nominated Supervisor or RP will ensure:

- only educators working directly with children are included in the educator to child ratio



- students, volunteers and any educator under eighteen years is supervised at all times by an educator eighteen and over
- no child is ever left alone with a visitor/ unauthorised person
- they promote continuity of care when organising rosters and a regular pool of relief educators
- any educators on a meal-break in SPLASH return to duty to supply adequate supervision in any emergency situation where adequate supervision of children is threatened. Relief staff requirements will be reviewed if educators begin to be regularly recalled

### 3.2 Responsible Person

A responsible person is:

- an approved provider
- a nominated supervisor
- a person who is in day to day charge of SPLASH.

The Approved Provider, Nominated Supervisor and Person in Day to Day Charge will implement the following Responsible Procedure to ensure there is always a “responsible person” present at all times when caring for and educating children, and their name and position is clearly displayed in the main entrance of SPLASH.

If Nominated Supervisor present when service opens he or she will:

1. make sure their name and role (Nominated Supervisor) is clearly displayed in the main entrance
2. before they leave SPLASH, handover the Responsible Person role to either the Approved Provider or Person in Day to Day Charge by:
  - talking directly to the Approved Provider or Person in Day to Day Charge
  - signing out of the Responsible Person record
  - making sure the Approved Provider or Person in Day to Day Charge signs in on the Responsible Person record
  - changing the name and position of the Responsible Person displayed in the main entrance to match that of the new Responsible Person

The Nominated Supervisor will not leave SPLASH if the Approved Provider and Person in Day to Day Charge are both absent

3. when they return to SPLASH, resume the Responsible Person role by:



- o talking directly to the person who took on the role when they were absent ie Approved Provider or Person in Day to Day Charge
- o signing in on the Responsible Person record
- o making sure the Approved Provider or Person in Day to Day Charge signs out on the Responsible Person record
- o changing the name and position of the Responsible Person displayed in the main entrance to their name and role

If the Approved Provider or Person in Day to Day Charge takes on the Responsible Person role while the Nominated Supervisor is absent, he or she will:

1. make sure their name and role is clearly displayed in the main entrance
2. stay at SPLASH until the Nominated Supervisor returns and resumes the Responsible Person role, or before they leave SPLASH, handover the Responsible Person role to another Responsible Person ie Approved Provider or Person in Day to Day Charge by:
  - o talking directly to that person
  - o signing out of the Responsible Person record
  - o making sure the new Responsible Person signs in on the Responsible Person record
  - o changing the name and position of the Responsible Person displayed in the main entrance to match that of the new Responsible Person

The Approved Provider or Person in Day to Day Charge will not leave SPLASH if there is not another Responsible Person present to take on the role.

### **3.2.1 Nominated Supervisors and Persons in Day to Day Charge**

The Approved Provider will make sure people appointed as a Nominated Supervisor or Person in Day to Day Charge are at least 18 years of age and have:

- the required skills to be a nominated supervisor or person in day to day charge eg has adequate knowledge and understanding about providing education and care including understanding of child protection obligations
- can effectively supervise and manage SPLASH.

The Approved Provider will take all reasonable steps to ensure children's safety and wellbeing is protected and ensure the person meets the 'fit and proper' requirements to fill the role by:

- considering their age, qualifications and experience



- checking their working with children check is current
- getting a statement from person about their compliance history. Use 'compliance history statement' template on ACECQA website
- getting declaration from person that they're not a 'prohibited person'. Use 'prohibition notice declaration' on ACECQA website

See 'Appointment of Nominated Supervisor' template.

Note a Nominated Supervisor will also make an informed decision based on these factors if they appoint a person in day to day charge.

A person who accepts a Nominated Supervisor position must consent in writing using ACECQA notification form NS01 which must be scanned and uploaded when notifying the ESB through the NQA ITS about a change of Nominated Supervisor.

A person who accepts being in day to day charge must also consent in writing (see attached template). The nominated supervisor will keep a record of all persons who may be placed in day to day charge.

The Approved Provider or Nominated Supervisor are required to keep a record of all information and documentation supporting a person's appointment as Nominated Supervisor or in day to day charge.

The Approved Provider and Nominated Supervisor will comply with all the notification requirements relating to staff changes and staff details as outlined in the Governance Policy.

### **3.3 Educator to Child Ratios**

The Approved Provider and Nominated Supervisor will ensure our educator to child ratios always meet the minimum requirements below:

- For school aged children, 1 educator to 15 children
- Students or volunteers will never be included in ratios unless they hold or are actively working towards at least an approved certificate III level qualification
- More than one educator will be present when children are in attendance where possible.



As SPLASH provides education and care exclusively to school-aged children, mixed-age ratio calculations do not apply. Educator-to-child ratios are maintained in accordance with National Regulations, with additional educators provided where required to ensure adequate supervision, including during excursions and higher-risk activities.

### **3.3.1 Educator to child ratios during breaks**

At SPLASH, supervision must remain active, immediate, and effective. RP staff will be covered by an alternate RP during break times to ensure that children are effectively supervised at all times, which can include being within sight and/or hearing of an educator, as long as safety and wellbeing are assured.

### **3.4 Educational Leader**

The Approved Provider will appoint in writing a qualified and experienced Educational Leader to lead the development and implementation of the educational program.

### **3.5 Educator Qualifications**

The first of every two educators required to meet the educator to child ratio for children over preschool age must be a qualified educator and hold a qualification from the ACECQA list of approved qualifications for educators working with children over preschool age for South Australia. At least one of the qualified educators at the service must be a first qualified educator.

In an OSHC service in South Australia:

- The first qualified educator required to meet the qualified educator to child ratio in an OSHC service (the first qualified educator) must hold a diploma (or equivalent) or higher-level qualification from the ACECQA approved list of qualifications.
- All other educators required to meet the qualified educator to child ratio in an OSHC service (the second and subsequent qualified educators) must hold a certificate III (or equivalent), or certificate IV, or a higher-level qualification from the ACECQA approved list



of qualifications. Successful completion of 50% of a diploma in education, care or disability is deemed to be equivalent to a certificate III level qualification.

- Any other educators required to meet the ratio requirements do not need to hold a qualification.

### **3.5.1 First Aid Qualifications**

The Approved Provider or Nominated Supervisor will ensure that at least one educator, staff member or Nominated Supervisor present at SPLASH.

- holds a current approved first aid qualification
- has undertaken current approved anaphylaxis management training and
- has undertaken current approved emergency asthma management training.

An educator is taken to hold an approved first aid qualification or training if the educator holds an approved qualification or training as published on the ACECQA website.

### **3.6 Child Protection**

The Approved Provider will ensure each Nominated Supervisor and Person in Day to Day Charge has successfully completed the child protection training (if any) or protocols required by the SA government.

The Approved Provider and Nominated Supervisor will ensure all employees understand the current child protection law and their obligations under the law.

#### **3.6.1 Working with Children Checks**

The Approved Provider or Nominated Supervisor will ensure all employees, volunteers and students employed or engaged from 1 July 2019 have a not prohibited Working with Children Check (WWCC) obtained from the Department of Human Services (DHS) Screening Unit unless they are exempt. Anyone running or managing SPLASH (e.g. the Approved Provider) must also have a WWCC.

The Approved Provider or Nominated Supervisor will also:



- verify an employee/volunteer's WWCC via the DHS Screening Unit online portal to ensure DHS can advise if the employee/volunteer becomes a prohibited person and as is no longer fit to work with children
- notify the DHS Screening Unit if they become aware of information that may adversely affect a person's WWCC (eg criminal charges)
- implement procedures to ensure employees/volunteers renew their WWCC before expiry. WWCCs are current for five years.

### **3.6.2 Screening under pre 1.7.19 arrangements**

Child related employment screening clearances obtained prior to the new requirements remain valid for working with children as follows:

- current and valid DHS (formerly Department of Communities and Social Inclusion) screening clearances are valid until they expire, or for teachers, the earlier of screening expiry or the renewal of their professional registration. Employees/volunteers can apply for a new WWCC up to 6 months before the current screening expires.

### **3.7 Child Care Subsidy and PRODA**

Any person with management or control of the Provider and persons responsible for the day to day operation of SPLASH must be registered with the Federal Government's Provider Digital Access (PRODA) for administering Child Care Subsidy/Additional Child Care Subsidy. Any staff member nominated by a person who meets these criteria may also be registered as a service contact with PRODA. In addition to obtaining a Working with Children Check if required to hold one, the Approved Provider will ensure all registered persons meet the fitness and propriety requirements under the Family Assistance Law as follows:

For person with management or control of the Provider

- a certified copy of an Australian National Police Criminal History Check dated no more than six months before the application for approval
- an extract from the National Personal Insolvency Index Bankruptcy Search service provided by the Australian Financial Security Authority dated no more than three months before the application



- a current and historical personal name extract search of the Australian Securities and Investments Commission records dated no more than three months before the application
- evidence (computer printout) the person does not appear on the banned and disqualified register held by the Australian Securities and Investments Commission dated no more than three months before the application.
- National Police Criminal History Checks are required for persons with management or control of the Approved Provider, where required under Family Assistance Law for Child Care Subsidy approval. This requirement does not apply to Responsible Persons in day-to-day charge unless they also hold a key personnel role under CCS.

### **3.8 Rostering**

The Approved Provider and Nominated Supervisor will comply with award requirements in relation to rosters. The Nominated Supervisor will:

- post or display a staff roster where it can be easily accessed by all employees
- discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of changes
- Where possible, the service will aim to provide reasonable notice of roster changes to casual employees, noting the operational needs of the service.

This does not apply in an emergency where there is an imminent or severe risk to people at SPLASH or the SPLASH premises need to be locked down. An emergency does not include a parent being late to collect a child.

The Nominated Supervisor will adhere to SPLASH's Code of Conduct at all times while negotiating roster changes with staff.

### **4. Sources**

- Education and Care Services National Law and Regulations
- National Quality Standard
- Children's Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019
- Family Assistance Law
- Working with Children Check Information Kit Department of Human Services



**St Paul  
Lutheran School**

# St Paul Lutheran School- SPLASH

Staffing Policy and Procedures

March 2026

## 5. Procedure Review

Last reviewed: March 2026

Date for next review: March 2027

*Living and Learning Together in Christ*

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