

Staffing Arrangements and Supervision Policy

PURPOSE AND BACKGROUND

This policy ensures that all children attending our service are supervised effectively at all times to maintain their safety, wellbeing, and engagement. It outlines the expectations and procedures for active supervision, staffing arrangements, and the responsibilities of all team members in accordance with the Education and Care Services National Regulations and WA legislation.

Policy Statement

- (1) The safety and wellbeing of children is our highest priority.
- (2) Supervision is active, intentional, and responsive to the needs of all children.
- (3) Educators are positioned to maintain sight and/or sound of children at all times.
- (4) Supervision practices are informed by risk assessments, children's developmental needs, and environmental factors.
- (5) All staff, volunteers, and visitors are aware of and adhere to supervision protocols.

POLICY STATEMENT

Supervision

- (6) 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 the service, moving from service vehicles to the service premises, leaving or returning from excursions, moving to meal areas, washing their hands, or using the toilet or nappy change facilities.
- (7) To achieve this outcome educators will be alert, aware and within 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 that are 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 or wellbeing.
- (8) In particular, children will be supervised:
 - a. when resting or sleeping

- b. during hand washing and/or toilet times
 - c. while undergoing toilet training (they will not be left unsupervised in the bathroom)
 - d. at the table when eating/drinking (children will not be allowed to wander around with food or drinks)
 - e. in any areas where risk is increased
- (9) during any water activity (at least one educator close at all times)

Transitions

- (1) To ensure all children are accounted for during transitions between environments or rooms, Room Leaders will ensure a copy of the daily sign in sheet or similar appropriate record is used to check that all children under educators' supervision have made the transition.
- (2) Headcounts must be conducted and recorded:
 - a. Before and after transitions (e.g., indoor/outdoor, excursions, incursions)
 - b. When children move between environments
- (3) Environment checks must be completed after each transition to ensure no child is left behind and the area is safe.

Adequacy of Supervision

- (1) 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.
- (2) Issues affecting the adequacy of supervision include, but are not limited to:
 - a. the number, ages and abilities of children
 - b. the number and positioning of educators
 - c. each child's current activity
 - d. areas where children are playing, in particular the visibility and accessibility of such areas
 - e. risks in the environment and experiences provided to children
 - f. all water play activities
 - g. the educators' knowledge of each child and each group of children
 - h. the experience, knowledge and skill of each educator.
- (3) 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.
- (4) To further ensure children are always adequately supervised the Approved Provider or Nominated Supervisor, and where relevant Room Leaders, will ensure:
- (5) only educators working directly with children are included in the educator to child ratio
- (6) students, volunteers and any educator under eighteen years is supervised at all times by an educator eighteen and over
- (7) no child is ever left alone with a visitor/ unauthorised person
- (8) they promote continuity of care when organising rosters and a regular pool of relief educators

- (9) any educators on a meal-break in the Service 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.

Responsible Person

(10) A responsible person is:

- a. an approved provider
- b. a nominated supervisor
- c. a person who is in day to day charge of the service.

(1) 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 the Service.

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

(3) sign in on a Responsible person sign in/out record

(4) make sure their name and role (Nominated Supervisor) is clearly displayed in the main entrance

(5) before they leave the service, handover the Responsible Person role to either the Approved Provider or Person in Day to Day Charge by:

- a. talking directly to the Approved Provider or Person in Day to Day Charge
- b. signing out of the Responsible Person record
- c. making sure the Approved Provider or Person in Day to Day Charge signs in on the Responsible Person record
- d. changing the name and position of the Responsible person displayed in the main entrance to match that of the new Responsible person

(6) The Nominated Supervisor will not leave the service if the Approved Provider and Person in Day to Day Charge are both absent

(7) when they return to the service, resume the Responsible Person role by:

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

(8) 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:

(9) sign in on a Responsible Person sign in/out record

(10) make sure their name and role is clearly displayed in the main entrance

(11) stay at the service until the Nominated Supervisor returns and resumes the Responsible Person role, or before they leave the service, handover the Responsible Person role to another Responsible Person ie Approved Provider or Person in Day to Day Charge by:

- a. talking directly to that person
- b. signing out of the Responsible Person record
- c. making sure the new Responsible Person signs in on the Responsible Person record
- d. changing the name and position of the Responsible Person displayed in the main entrance to match that of the new Responsible Person

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

Nominated Supervisors and Persons in Day to Day Charge

(13)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:

- a. 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
- b. can effectively supervise and manage the service

(14)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' requirement to fill the role by:

- a. considering their age, qualifications and experience
- b. checking their child protection clearance is current
- c. getting a statement from person about their compliance history. Use 'compliance history statement' template on ACECQA website
- d. getting declaration from person that they're not a 'prohibited person'. Use 'prohibition notice declaration' on ACECQA website

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

(16)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 Regulatory Authority through the NQA ITS about a change of Nominated Supervisor.

(17)The nominated supervisor will keep a record of all persons who may be placed in day to day charge.

(18)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.

(19)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.

Educator to Child Ratios

(20)The Approved Provider and Nominated Supervisor will ensure our educator to child ratios always meet the minimum requirements below.

(21)For pre-kindergarten programs or a kindergarten program provided at a school:

- a. The educator to child ratio is 1 educator to 10 children.
 - b. However, in exceptional circumstances or for a period not exceeding one year, this ratio may be increased to 1 educator to 11 children.
- (22) For all other centre-based services for children preschool age or under:
- a. For children aged from birth to 24 months, 1 educator to 4 children
 - b. For children aged over 24 months but less than 36 months, 1 educator to 5 children
 - c. For children aged over 36 months or over, 1 educator to 10 children
- In relation to ratios:
- (23) 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
- (24) An early childhood teacher (ECT) (or suitably qualified person) can be included in the ratios if they are present at the service and working directly with children
- (25) More than one educator will be present when children are in attendance
- (26) The Approved Provider or Nominated Supervisor may approve a child being treated up to 6 months older or 6 months younger than the child's actual age if satisfied on reasonable grounds that this is developmentally appropriate for the child and the parent has agreed and signed a record of the decision.
- (27) The Nominated Supervisor and staff will calculate ratios for mixed age children by first considering the total number of children and the educator to child ratio required for each age range. If the number of children actually being cared for in a particular age range is less than that allowed in the ratio, that educator has the capacity to work directly with another child in an older age bracket.
- a. For example if the service is only caring for 3 children under 24 months, but 6 children in the next age bracket, one of the 6 children can be allocated to the educator caring for the younger children. This leaves 5 children for the educator in the older age bracket to care for, and this meets the ratio requirements. Ratio requirements must always be met for younger children before allocating educators to older age brackets.

Educational Leader

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

Qualifications

- (29) At least 50% of educators who work directly with children and are included in our educator to child ratios must hold or be actively working towards an approved Diploma level education and care qualification.
- (30) An "approved education and care qualification" in regulations 126A, 135 and 324 mean:
- a. An approved certificate III level education and care qualification; or
 - b. An approved diploma level education and care qualification; or
 - c. An approved early childhood teaching qualification.
- (31) All other educators who work directly with children and are included in our educator to child ratios must hold or be actively working towards an approved Certificate III level education and care qualification. However, the following exception applies:

- a. The Certificate III qualification requirements don't apply to an educator who has been employed on probation for up to 3 months at one or more center's operated by the Approved Provider.

(32)To be actively working towards a qualification, a person must be enrolled in the course and provide written evidence that they:

- a. have commenced the course
- b. are making satisfactory progress
- c. meet the requirements to maintain enrolment.

(33)If they are working towards a diploma qualification, they must also hold an approved Certification III qualification or have completed approved Certificate III units or have completed 30% of the units in an approved ECT qualification.

Early Childhood Teacher (ECT)

(34)The Approved Provider and Nominated Supervisor will ensure we always meet the minimum ECT requirements below:

Centre based services:

(35)Less than 25 approved places, or 25 or more approved places but fewer than 25 children in attendance:

(36)access to an ECT working for at least 20% of the time the service provides education and care (may be calculated on a quarterly basis). Access may be via information communication technology.

(37)For 25 to 59 children in attendance on any given day there are two options to meet ECT requirements:

(38)The service must have one ECT in attendance for:

(39)at least 6 hours on the day if operating 50 or more hours a week or

(40)60% of the operating hours on that day if operating for less than 50 hours per week

(41)For 60 to 80 children in attendance on any given day there are two options to meet ECT requirements.

(42)The service must have one ECT in attendance for:

(43)at least 6 hours on that day if operating 50 or more hours a week or 60% of the operating hours on that day if operating for less than 50 hours per week

(44)The service must also have a second ECT or a 'suitably qualified person' in attendance for:

(45)at least 3 hours on that day if operating for 50 or more hours a week or

(46)30% of the operating hours on that day if operating for less than 50 hours a week or the service has 60-80 approved places, and employs a full-time or full-time equivalent ECT, and employs a second ECT or 'suitably qualified person' for half of the full-time or full-time equivalent hours.

(47)For more than 80 children in attendance on any given day there are two options to meet ECT requirements.

(48)The service must have one ECT in attendance for:

(49)at least 6 hours on that day if operating 50 or more hours a week or

(50)60% of the operating hours on that day if the service operates for less than 50 hours per week.

- (51)The service must also have a second ECT or 'suitably qualified person' in attendance for:
- (52)at least 6 hours on that day if operating 50 or more hours a week or 60% of the operating hours on that day if operating for less than 50 hours per week
- (53)Or: The service has more than 80 approved places, and employs a full-time or full-time equivalent ECT, and employs a second full-time ECT or 'suitably qualified person'.

(54)Note a 'suitably qualified person is a person:

- a. actively working towards an approved ECT qualification who has completed at least 50% of it or
- b. actively working towards an approved ECT qualification who holds an approved Diploma qualification or
- c. registered as a primary or secondary school teacher in Australia and also holds an approved Diploma qualification or higher approved qualification.

Qualified Educator Absence

- (55)If a qualified educator who is required to meet the relevant educator to child ratio is absent due to short-term illness, resignation, on a required practicum placement or on leave, a person who holds a qualification in primary teaching may be taken to hold an approved diploma level education and care qualification as the case requires.
- (56)Such an educator may be replaced for a maximum of 30 days in any 12 month period; noting this will be calculated on a pro-rata basis in instances where the qualified educator is employed part-time.
- (57)The record pertaining to the replacement of the qualified educator must include reference to the following:
- a. Name of the educator being replaced;
 - b. Qualification(s) the relieving educator holds, or is actively working towards;
 - c. Qualification(s) of the substitute educator;
 - d. Dates of replacement;
 - e. Reason(s) for absence.

ECT Absence

- (58)If an ECT (or suitably qualified person) is absent for a circumstance specified in sub-regulation (6) such as short term illness, on a required practicum placement, on leave or resignation, they may have their absence covered by a person who holds an approved Diploma level qualification or a qualification in primary teaching if the period of absence does not exceed 60 days in any 12 month period. The 60 day period must be calculated on a pro-rata basis if the ECT is employed part-time. Where diploma or primary teaching qualified educators replace an ECT, the Nominated Supervisor will ensure all decisions around the relieving educator, as well as the educator acting in substitute are documented.
- (59)The record regarding replacement of ECT or suitably qualified person must include reference to:
- a. Name of the ECT/suitably qualified person being replaced;

- b. Role;
- c. Qualifications(s) of the substitute educator;
- d. Dates of replacement;
- e. Reason(s) for absence.

First Aid Qualifications

(60)The Approved Provider or Nominated Supervisor will ensure that at least one educator, staff member or Nominated Supervisor present at the service:

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

(61)If the service is situated within a school's grounds, the service will meet the first aid requirements if there is at least one school staff member in attendance and immediately available who holds a current first aid qualification and has completed current approved anaphylaxis and asthma management training.

(62)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.

Child Protection

(63)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 WA government.

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

Fitness and Propriety

Working With Children Check

(65)The Approved Provider or Nominated Supervisor will ensure:

(66)a Working With Children Check (WWCC) is completed for all educators, staff, volunteers and students whose duties will involve direct contact with children. Some exemptions apply including

- a. Students/volunteers on unpaid placements under 18 years of age
- b. Parents volunteering in many activities where their child is involved.
- c. If the WWC Check is satisfactory, an applicant will be issued with a WWC Card.

Further information is available from <http://www.workingwithchildren.wa.gov.au>

Child Care Subsidy and PRODA

(67)Any person with management or control of the Provider and persons responsible for the day to day operation of the service 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:

(68) For person with management or control of the Provider

- a. a certified copy of an Australian National Police Criminal History Check dated no more than six months before the application for approval
- b. 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
- c. 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
- d. 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.

(69) For persons responsible for the day to day operation of the service

- a. a certified copy of an Australian National Police Criminal History Check dated no more than six months before the application for approval

Rostering

(70) This section is based on the Children's Services Award. Services subject to enterprise agreements should check the rostering requirements in the agreement.

(71) The Approved Provider and Nominated Supervisor will comply with award requirements in relation to rostering. The Nominated Supervisor will:

- a. post or display a staff roster where it can be easily accessed by all employees
- b. discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of changes

(72) Only change an employee's rostered hours if:

- a. the employee prior agrees to the change or
- b. they give the employee seven days notice

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

(74) The Nominated Supervisor will adhere to the Service's Code of Conduct at all times while negotiating roster changes with staff.

(75) The Nominated Supervisor and the employee may agree to waive or shorten the seven day notice period.

(76) An employee may be transferred from one location to another within their rostered hours, and will be paid pro rata for the time taken to travel from one location to the other.

Breaches and Complaints

(77) All concerns will be managed in accordance with the service's Grievance Policy.

(78) Breaches of supervision protocols may result in disciplinary action and/or reporting to relevant authorities.

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

Law	
5	Definitions (nominated supervisor consent in writing)
56	Notice of change to nominated supervisor
56A	Notice of change of a nominated supervisor's name or contact details
161	Offence to operate education and care service without nominated supervisor
161A	Offence for nominated supervisor not to meet prescribed minimum requirements
162	Offence to operate education and care service unless responsible person is present
162A	Persons in day-to-day charge and nominated supervisors to have child protection training
165	Offence to inadequately supervise children
169	Offence relating to staffing arrangements
170	Offence relating to unauthorised persons on education and care service premises
173	Offence to fail to notify certain circumstances to Regulatory Authority
174	Offence to fail to notify certain information to Regulatory Authority
Regulations	
10	Meaning of actively working towards a qualification
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
129	Requirements for educators who are early childhood teachers
130	Requirement for early childhood teacher—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
150	Staff record must include name of responsible person at service each time children being educated and cared for by the service.
152A	Record of replacement of educator
152B	Record of replacement of early childhood teacher or suitably qualified person
173	Prescribed information to be displayed
239A	Centre-based services in remote and very remote areas – attendance of ECTs
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	Persons taken to be early childhood teachers applies until 31.12.24
243	Persons taken to hold an approved diploma level education and care qualification
244	Persons taken to hold an approved certificate III level education and care Qualification
372	Educator to child ratio—pre-kindergarten programme or kindergarten programme provided by a school Replaces reg 123(1)(c)
373	Early childhood teachers—pre-kindergarten programme or kindergarten programme provided by a school
379	Educators required to be early childhood teachers
394	Resignation of early childhood teacher applies until 31.12.23
411	Resignation of suitably qualified person applies until 31.12.23

Standard / Element	Concept	Description
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

SOURCES

Education and Care Services National Regulations 2012 | National Quality Standard | School Education Regulations 2000
Working with Children Screening Unit WA | Working with Children (Criminal Record Checking) Act 2004 | Working With Children (Criminal Record Checking) Regulations 2005 | Family Assistance Law

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS	Created new revised template		