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Staffing

Policy Statement

At South Turramurra OOSH, we recognise that our staff are our most valuable asset in providing quality care to children.

In accordance with the Children (Education and Care Services) National Law (NSW), the service ensures the safety, rights and best interests of every child are the paramount consideration in all decisions, actions and operations. Where competing priorities arise, the child's best interests will prevail, and decision-making will clearly demonstrate how this principle has been applied.

We recruit capable staff with a passion for childcare, who are able and willing to align with our *OOSH Philosophy* and *Code of Conduct*. We ensure that our staff receive effective orientation and consistently develop in targeted practice areas. We execute procedures around staff grievances and disciplinary action in a professional and effective manner. We strive to maintain a high level of enriching care through better-than-standard ratios and the inclusion of volunteers and visitors. All practices will be in accordance with the OSHC Code of Professional Standards.

Legislative Requirements

- Education and Care Services National Law Act 2010: 5, 5AA, 44, 56, 56A, 161, 161A, 162, 162A, 165, 166, 166A, 167, 168, 169, 170, 172, 173, 175
- Education and Care Services National Regulation 2011: 35, 82, 83, 84, 117A, 117B, 117C, 118, 123, 125, 126(2), 136, 145, 146, 147, 148, 149, 150, 151, 155, 156, 168(2)(i)(ii), 170, 171, 172, 173
- National Quality Standard: Quality Area 2.3, 3.1, 4, 5, 6.1, 7
- Children and Young Persons (Care and Protection) Act 1998 and Amendment Act 2019
- Child Protection (Working with Children) Act 2012
- Children's Guardian Act 2019
- Children's Guardian Regulations 2022
- Workplace Health and Safety Act 2011
- Children's Services Award 2010
- Anti-discrimination Act 1977

Definitions

Code of Conduct

- Together with a code of ethics, the code of conduct helps guide interactions between management, educators, and staff, as well as informing the service decision-making processes relating to professional standards.

Code of Ethics

- Together with a code of conduct, a code of ethics helps guide interactions between management, educators, and staff, as well as informing the service 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.

Nominated Supervisor

- Must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:
 - educational programs (section 168).
 - supervision and safety of children (sections 165–167).
 - entry to and exit from the premises (section 170; regulation 99).
 - nutrition and food and beverages (regulations 77–80).
 - administration of medication (regulations 93–96).
 - drugs and alcohol (regulations 82–83).
 - sleep and rest (regulations 81).
 - excursions (regulations 100–102).
 - transportation (regulations 102B–102D).
 - staffing ratios and qualifications (regulations 123–128).

Professional Standards

- 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.

Responsible Person

- 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 the service.
- The Approved Provider/Nominated Supervisor is responsible for assessing a person's suitability as responsible person.

Working with Children Check (WWCC)

- 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 the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Inappropriate Conduct

Inappropriate conduct has the meaning provided by Section 5AA of the Children (Education and Care Services) National Law (NSW).

Inappropriate conduct means conduct that a reasonable person would consider inappropriate in an education and care service. This includes conduct that:

- is inconsistent with professional standards
- causes or is likely to cause emotional, psychological or physical harm
- involves grooming behaviours
- involves inappropriate physical contact

- involves violent, intimidating or threatening behaviour
- involves sexualised conduct or sexual connotations.

All staff, volunteers, students and contractors must not subject a child to inappropriate.

Implementation Strategies – how will it be done?

The Approved Provider/Nominated Supervisor will:

- **establish a strong organisational culture** that puts child safety at the centre (CSS 1).
- ensure that **quality staffing practices are in place in line with the National Quality Standard**, especially Quality Area 4 – Staffing Arrangements.
- ensure the **environment is free from the use of tobacco, illicit drugs, alcohol, vaping substances or vaping devices** and the Nominated Supervisor, educators, staff, volunteers, and students are not affected by alcohol or drugs (including prescription medication).
- ensure all staffing decisions, including recruitment, rostering and supervision, demonstrate that the safety, rights and best interests of **children are the paramount consideration**.

Staff records

- ensure that a **staff record is kept** with the details in regulations 145–152.

Professional standards

- ensure that **all educators, staff, volunteers, and students are familiar with ECA's Code of Ethics**.
- collaborate with educators and staff to **develop a Code of Conduct**.
- ensure that all **educators, staff, volunteers, and students are provided with a copy of, and are familiar with, the Code of Conduct**.
- **take appropriate action if the Code of Conduct is not met**.

Responsible person

- ensure that a **Nominated Supervisor or person in day-to-day charge is present at the service in the absence of the Approved Provider**.
- ensure that the person in day-to-day charge consents to the placement in writing.
- 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 jurisdictional requirements for child protection training (CSS 7).
- ensure that the **Nominated Supervisor and person in day-to-day charge**:
 - **is 18 years old**.
 - **has adequate knowledge and understanding** of the provision of education and care to children.
 - **has the ability to effectively supervise and manage the service**.
 - **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.
- ensure that the **name of the Nominated Supervisor is displayed** so that it is visible from the main entrance of the service.
- ensure that the staff record includes the name of the Responsible Person for each time that children are being educated and cared for.

Volunteers and students on practicum placements

- ensure that **volunteers and students meet any jurisdictional requirements for working with children clearance**, such as a WWCC, or teacher registration details (jurisdiction dependant) (CSS 5).

- ensure that **volunteers and students implement adequate health and hygiene practices and safe practices** for handling, preparing, and storing food.
- ensure that **volunteers and students are not affected by alcohol or drugs.**
- ensure that **volunteers and students are informed and adhere to the services safe use of digital technologies and online environments.**
- ensure that **volunteers and students are informed about the service's policies and procedures** to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma.
- ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.

Child Safe Standards (CSS)

- **reinforce to all employees that they are Mandatory Reporters** (CSS 5).
- **facilitate and support educators and staff in reporting children at significant risk of harm** (CSS 7).
- **ensure all cases of suspected child abuse** which meet the significant risk of harm threshold **are reported** (CSS 7).
- **keep up to date with new knowledge** in relation to child safety (CSS 7).

Educators and Staff:

- must **be aware of and follow the *Staffing Policy and Procedures*.**
- must **meet any jurisdictional requirements relating to education and care qualifications, first aid qualifications, and working with children clearance**, such as a WWCC, or teacher registration details (jurisdiction dependant) (CSS 5).
- must have **undertaken current child protection legislation training**, including for mandatory reporting requirements and obligations in their jurisdiction (CSS 7).
- must **not be affected by alcohol or drugs** and must not consume these while at the service.
- must **implement adequate health and hygiene practices and safe practices** for handling, preparing, and storing food.
- should **be familiar with ECA's Code of Ethics.**
- must **be familiar with and adhere to the *Code of Conduct*.**
- Must **be familiar with and adhere to the services *Safe use of Digital Technologies and Online Environments Policy*.**
- **ensure quality staffing practices are implemented in line with the National Quality Standard** (especially Quality Area 4 – Staffing arrangements).
- **prioritise the safety, rights and best interests of children** in all professional decisions, particularly where competing demands or pressures are present.

Child Safe Standards

- **report all concerns of suspected child abuse** which meet the significant risk of harm threshold (CSS 5, 7).
- **keep up to date with new knowledge** in relation to child safety (CSS 7).
- **be aware of policies and procedures** for keeping children safe (CSS 5).
- **be aware of the child protection law and regulations** (CSS 5).
- be **responsive to the children's needs** and be aware of any indicators or abuse, unusual behaviours, or emotions (CSS 1, 2, 5, 6, 7, 8).
- **communicate any concerns** relating to a child's safety, wellbeing, and welfare (CSS 5).
- **contribute to the risk assessment** of the environment, viewing it through a child safe lens (CSS 1, 8).
- **report immediately any concerns**, allegations, disclosures, observations or suspicions relating to:
 - inappropriate conduct.
 - grooming behaviours.
 - reportable conduct.
 - suspected child abuse or neglect.
 - risk of significant harm to a child.

Volunteers and Students:

- **implement the *Staffing Policy and Procedures*.**
- **should be familiar with ECA's Code of Ethics.**
- **must be familiar with and adhere to the *Code of Conduct*.**
- **Must be familiar with and adhere to the services *Safe use of Digital Technologies and Online Environments Policy*.**
- **must meet any jurisdictional requirements for working with children clearance**, such as a WWCC, or teacher registration details (jurisdiction dependant) (CSS 5).
- **must implement adequate health and hygiene practices and safe practices** for handling, preparing, and storing food.
- **must not be affected by alcohol or drugs** and must not consume these while at the service.
- **must be familiar with the policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma** (CSS 5, 7).
- **must not subject children to any form of corporal punishment or any discipline that is unreasonable** (CSS 5, 7).

Procedures

Recruitment

Child Safe Recruitment Practices

South Turrumurra OOSH implements child safe recruitment practices to ensure the suitability of all staff, volunteers and contractors to work with children. Recruitment decisions are guided by the paramountcy principle, ensuring the safety, rights and best interests of children are always prioritised.

Role descriptions

All role descriptions identify child safety as a core responsibility and clearly outline expectations regarding professional conduct, child protection obligations and maintaining a child safe environment.

Qualifications

Director / Nominated Supervisor

- Holds a Diploma of OSHC or Children's Services (or equivalent) and/or a minimum 3 years' experience in a relevant field and demonstrated ability to work with children and staff.
- Holds a current first aid certificate and a certificate in asthma and anaphylaxis management.
- Holds a current Working with Children Check (CSS 5).
- Holds a current accredited Child Protection certification and is aware of child protection responsibilities (CSS 5).
- Is a person of good character and maturity who can be entrusted with providing adequate care for the welfare of the children (CSS 5).
- Has an interest and desire to work with children.
- Has an ability to communicate well with adults, children, and management.
- Has an ability to supervise and support educators.
- Must meet all the requirements of the job description and be appointed by the Management Committee.
- Be a minimum of 21 years of age.

Coordinator / Educational Leader

- Holds a minimum of Certificate IV in OSHC or equivalent and/or 3 years' experience in a relevant field.
- Holds a current first aid certificate and a certificate in asthma and anaphylaxis management, or willing to undergo training to obtain these.

- Holds a current Working with Children Check (CSS 5).
- Holds current accredited Child Protection certification and is aware of child protection responsibilities (CSS 5).
- Is a person of good character, who can be entrusted with providing adequate care for the welfare of the children.
- Is prepared to act as Responsible Person/Person in Day to Day Charge in the absence of the Nominated Supervisor/Director.
- Has an interest and desire to work with children.
- Has an ability to communicate well with adults and children.
- Must meet all the requirements of the job description.
- Be a minimum of 18 years old.

Job advertisements

All advertisements include a statement of commitment to child safety and require applicants to demonstrate their understanding of and commitment to child safe practices.

Advertisements are to also include:

- job title.
- brief position description.
- specific employment information, including hours of work and remuneration guide.
- WWCC and qualification requirements (CSS 5).
- responsibilities and key duties.
- essential and desirable criteria.
- Instruction to include in applications - contact details, resume, contact details of at least of 2 referees (at least one of which being a work reference) and a cover letter.
- Closing date and email address for applications.
- Contact name and number where the applicant can obtain more information.
- Child Safe Organisation commitment statement (CSS 1, 5, 10).

Shortlisting

Applications are assessed not only on skills and experience but also on demonstrated commitment to child safety. Any gaps in employment, inconsistencies or potential risks are explored and documented.

Interviews

Interviews include child safety and behaviour-based questions to assess values, attitudes and understanding of child protection responsibilities. Concerns or risks identified during recruitment are discussed and recorded.

Selection Panel

- For permanent positions, the Management Committee will appoint a panel to conduct the selection process. Three people will be on the panel, consisting of at least two members of the Management Committee and the Nominated Supervisor/Director (if applicable). For roles other than Director, the Management Committee may delegate recruitment to the Director and two Coordinators.
- For casual positions, a Nominated Supervisor/Director will conduct the interview and selection process.
- Once applicants are known, panel members will declare in writing any conflict of interest with applicants. Declared conflicts of interest will be assessed by the rest of the panel and may result in removal of a member from the panel under grounds of potential bias.

The Panel/Director/Nominated Supervisor will:

- create or approve the job description and selection criteria for the position.

- determine the method of and conduct advertisement for the position.
- acquire from applicants, Working with Children Check (WWCC) details, and verify before employment can be confirmed (CSS 5).
- short-list applicants to no more than three.
- arrange interview questions. Interview questions will assess an understanding of professional boundaries, inappropriate conduct and reporting obligations.
- contact short-listed applicants or applicable recruiters to arrange an interview.
- conduct interviews.
- decide on a suitable applicant. If no suitable applicant is interviewed, repeat the recruitment process, and assign a temporary to the role from internal staff if necessary. For the Nominated Supervisor/Director roles a decision needs to be put before management for final approval.
- offer the position to the successful applicant and contact the unsuccessful applicants when the position has been accepted.
- set a commencement date of employment and begin orientation procedure.
- prepare letter of employment and contract.
- During recruitment, applicants are asked questions to ascertain their understanding of and commitment to child protection (CSS 5).
- Applicants for positions at South Turrumurra OOSH are directed to key policies and procedures, including the *Code of Conduct* (CSS 5).
- ensure **all recruitment decisions are made in accordance with the paramouncy principle** and are clearly documented.

Reference Checks

Applicants are required to provide 1–2 referees. Where possible, at least one referee should be a professional referee; however, where applicants are entering the workforce for the first time, character referees may be accepted (excluding family members).

Reference checks will:

- confirm suitability to work with children.
- identify any concerns regarding behaviour, conduct or child safety.
- clarify any risks identified during recruitment.
- be recorded and maintained.

Background Checks

Before engagement in child-related work, the service will:

- verify a valid Working with Children Check (WWCC).
- confirm identity and qualifications.
- check for prohibited persons (NQA ITS).
- obtain declarations regarding suitability.

Police checks may be requested at the discretion of the Nominated Supervisor, based on a risk assessment of the role, the applicant's experience and any identified concerns.

Appointment Decisions

No person will be engaged in child-related work unless the service is satisfied they are suitable, and that their appointment aligns with the paramouncy principle.

Notification

- Applicants will be given an approximate time that they will be contacted regarding the status of their application.
- The selection panel will notify the successful applicant to negotiate a commencement date. Offers of employment will not be made until Paid Employment WWCC has been completed. If this is not reasonably practical, the employment is to be offered subject to a check being completed.
- A letter of confirmation will be sent to the successful applicant, requesting written acceptance.
- After the appointment has been made, unsuccessful applicants will be notified that the position has been filled.

Equal Employment Opportunities

- All educator positions will be advertised according to Equal Opportunity Legislation (Anti-Discrimination Act 1977).
- No one will be discriminated against on the basis of their cultural background, religion, sex, disability, marital status, or income.
- All applicants and referees will be asked the same questions.
- All applicants will be selected according to equal opportunity guidelines.
- Selection will be based solely on suitability for the position, according to the selection criteria developed by the panel.

For Casual Positions

- For casual positions, the Nominated Supervisor/Director will organise and conduct an interview with applicants of their choosing.
- Successful applicants will be subject to all child-safe procedures listed above, including a WWCC (CSS 5).
- Casual Educator applicants will also undergo a trial shift, supervised by a senior Educator, after a valid WWCC has been confirmed.
- The Nominated Supervisor/Director and successful applicant will decide upon a start date.
- The successful applicant will be provided with the appropriate paperwork to complete and return.
- The Nominated Supervisor/Director will explain and begin the orientation process.

Conditions of Employment

All conditions listed next to the relevant award levels in the Children's Services Award 2010 will apply to employees, including all leave entitlements. In addition:

- Management will ensure they are aware of appropriate working conditions and entitlements and keep up to date in relation to any changes in the Award.
- Educators are encouraged to remain up to date with the conditions and entitlements of their level and inform management of any changes.
- Educator appraisals will take place at least annually (CSS 7).
- All educators will maintain professional behaviour at all times and adhere to all policies and procedures
- All grievance issues are to follow the appropriate procedures as outlined in the *Complaints and Grievance policy*.
- Educators are responsible for clocking in and out on the timeclock for their own shifts.
- Educators will be paid fortnightly, into their nominated bank accounts.
- Pays will be processed by Monday afternoon each week, or Tuesday when a Public Holiday falls on a Monday.
- Annual leave for permanent employees will be taken as negotiated with the Director/President.
- Applications for leave must be submitted 4 weeks prior and be approved by the Director/President.
- Management will determine applications for leave without pay on a case-by-case basis.

- Prior to employment each educator will complete the staff details form in entirety, supply WWCC details for verification and agree to the code of conduct and contract agreement.
- Employees will attend all shifts, meetings, and development sessions, as reasonably rostered by management.
- Employees must adhere to all NSW Health regulations pertaining to working in OOSH on a School Site.

Orientation

The Coordinator/Nominated Supervisor/Director/Educational Leader will conduct the orientation process as soon as possible after the applicant has accepted the position. The orientation process will be spread across four training modules and two initial, online training courses:

- National Child Safety Training
- Module 1: Housekeeping
- Module 2: WHS
- Module 3: Child Protection & Behaviour Guidance
- Module 4: Programming & Kitchen
- Food Handler Training

New employees will be rostered above ratio and paired with senior educators to learn all current areas and duties the employee will be programmed on. Additional training may be rostered at the Coordinator's/Nominated Supervisor's/Director's/Educational Leader's discretion if learning is interrupted by unforeseen circumstance or progressing slower than expected.

Further training will be provided for educators on senior positions once they are willing and deemed competent. Training for senior position will be prompted on the following schedule:

- Shepherd (6 months)
- First Aid (6 months) and once qualified.
- Lessons (1 year)
- Parents (2 years)
- RP in Charge (promotion to senior educator)

Probation Period

New employees are subject to dismissal with notice at any point during their probation period, as stated in their contract agreement. Should employees be dismissed during their probation period, they are entitled to any accrued leave payments.

Training and Development

South Turrumurra OOSH understands that educators are its most valuable commodity and as such, prioritises the training and development of the team. Development by its nature is constantly evolving so we will adapt our training strategies as is necessary, while adhering to the following guidelines.

- CPR training will be organised annually, for all employed and available at the time.
- First Aid training will be organised for all staff as required (every 3 years).
- National Child Safety Training for new employees within 14 days of employment and before working directly with children. To be repeated every 2 years.
- Accredited Child Protection training will be undertaken by permanent and senior staff acting as RP in day-to-day charge, as required.
- Child Protection refresher training will be organised annually, for all employed and available at the time. (CSS 7).

- Additional training will be organised four times per year unless unforeseen circumstances prevent us from doing so.
- Additional training will focus on areas of development chosen by the Coordinator/Nominated Supervisor/Director. Data influencing development focus may be sourced from observations by management, requests from staff, incidents, direction from parent management committee, upcoming changes in the direction of OOSH and newly implemented laws and regulations.
- When possible, training will be conducted onsite at OOSH for the entire team to promote collaboration and unity in practice. Training sessions run by an external provider will often precede staff meetings, where the team will further discuss the session and other topics.
- Staff will be given at least two weeks' notice of training sessions and meetings.
- Additional training will be organised for Coordinators, Directors, Senior Educators and Teams on a case-by-case basis.
- It is the responsibility of staff to make themselves available for training sessions and meetings.
- It is the responsibility of the Coordinator/Nominated Supervisor/Director to plan training sessions and meetings and keep a register of costs and attendees.
- It is the responsibility of a Coordinator/Senior Educator to minute staff meetings.
- It is the responsibility of the Approved Provider, to ensure funds are available for regular staff development.

Appraisals

Appraisals are a means of tracking performance, goals and the mood of employees. Appraisals can be a great way of gathering staff feedback for the betterment of OOSH and working environment. Our appraisals may be formal or informal and are driven by staff self-appraisals and Coordinator/Nominated Supervisor/Director feedback.

- All staff will undergo individual appraisals, conducted by a Coordinator/Nominated Supervisor/Director at least annually (CSS 7).
- Appraisals may be rostered outside of regular shift times.
- Staff will be required to complete self-appraisal sheets in preparation for their physical appraisal.
- Anything discussed in appraisals will remain confidential where confidentiality is requested and appropriate.
- Optional catch-ups will be offered to all staff by the Nominated Supervisor/Director, termly.

Volunteers and Visitors

Volunteers and Visitors at South Turramurra OOSH:

- Will be approved by the Coordinator/Nominated Supervisor/Director before they attend.
- Are required to hold a valid WWCC if they are over 18 (CSS 5).
- Must work under their own insurance cover or insurance cover provided for them from an external organisation.
- Will sign in and out of our visitor log every time they visit OOSH.
- Will not be counted in educator to child ratios on the floor.
- Will not be left alone or in charge of a group of children at any time.
- Will not be required to complete first aid on children.
- Will not be required to liaise with parents about children.
- Will adhere to reasonable workplace and childcare expectations.
- Will adhere to the services policy on use of personal devices.
- While volunteers are not mandatory reporters, all volunteers must immediately report concerns regarding child safety, abuse, grooming, reportable conduct or inappropriate conduct to the Nominated Supervisor.
- Must complete National Child Safety training before working directly with children.

Volunteers

- May include Duke of Edinburgh participants or tertiary students enrolled in education and care courses.
- Will complete a volunteer details form, listing any medical conditions and providing emergency contacts.
- Will receive a Volunteer Handbook and Orientation.
- Will adhere to a schedule of days and times to attend OOSH and will liaise with the Coordinator/Nominated Supervisor/Director to make any changes to that schedule.

Visitors

- May include parents, community members, community or Emergency Services, incursion facilitators, Department of Education (Regulatory Authority) representatives, local members, ex-employees or professional development facilitators.
- Will liaise with the Coordinator/Nominated Supervisor/Director to organise a time of arrival and approximate time of departure.
- Will approve with the Coordinator/Nominated Supervisor/Director, any equipment to be bought onsite during their visit.
- Will organise with the Coordinator/Nominated Supervisor/Director, any facilities or equipment required from OOSH during their visit.

Child Safe Standards in Staffing

- South Turrumurra OOSH will ensure that staff are equipped with the knowledge, skills, and awareness to keep children safe, through continual education and training and ensuring that policies, procedures, and practices are in line with the relevant legislation in relation to child protection (CSS 5, CSS7).
- South Turrumurra OOSH invests in building employees' skills, abilities, and confidence in preventing and responding to child protection concerns (CSS 7).
- Educators and staff are aware of their Mandatory Reporting obligation to report to the Department of Communities and Justice (DCJ) when a child or young person is considered to be at risk of significant harm.
- South Turrumurra OOSH ensures that people working with children are suitable and supported (CSS 7).
- All employees, students, volunteers, and external contractors undertake child protection training during induction and then annually to maintain knowledge of their legislative and responsibilities to children's safety and wellbeing, including the code of conduct, record keeping, information sharing and reporting obligations (CSS 7).
- Nominated Supervisors supervise and provide feedback to employees, students, volunteers, and external contractors, noting any specific concerns regarding children's safety and wellbeing (CSS 7).

Ratios

Ratio Requirements from ACECQA

- Ratios are calculated across the whole of South Turrumurra OOSH (not by individual rooms). This gives providers the flexibility to respond to ensure educators are allocated appropriately based on the age and needs of children in OOSH. In a mixed age group of children, maintaining the ratio for each age range of children does not mean the educator to child ratio for the youngest age range must be applied to all children in an older age range. An educator who is caring for one age range of children can also be counted against another age range of children, as long as the ratio for each age range is maintained and adequate supervision is maintained at all times.
- Educators must be working directly with children to be counted in the educator to child ratios. Working directly with children means being physically present with the children and directly involved in providing education and care to those children.
- If educators take planned breaks while they are working or are required to do so under their award or contract, they cannot be counted in ratios during this time. Even if the educator remains on the premises during their

break, they cannot be included in ratios, as they are not directly involved in the education and care of children during their break. Likewise, if a staff member is on the premises but undertaking administrative or programming tasks they cannot be included in ratios. In NSW there is flexibility for educators to take short, unplanned breaks e. g. for personal hygiene, without their position being backfilled by another staff member.

- Educators who are under 18 years of age can be included as educators when counting ratios. When providing education and care, educators under 18 years of age may not work alone and must be adequately supervised at all times by an educator over the age of 18 years (Child Safe Standard 5).

Child to Educator Ratios at South Turrumurra OOSH

We commit to maintaining the following ratio rules:

- 1:15 for before and after school care and vacation care in-premises days.
- 1:10 for excursions.
- 1:5 for excursions where water-based play is involved.
- Office, Parent, Inclusion and PM Kitchen positions will not count towards ratios.

Working With Children Check (WWCC) Negative Notices, Interim Bars and Reporting Obligations

South Turrumurra OOSH recognises its legal obligations regarding Working with Children Check (WWCC) status changes, including negative notices, interim bars and disqualifications.

Educator and Staff Obligations

All staff, volunteers and contractors must notify the Approved Provider or Nominated Supervisor in writing within 24 hours of becoming aware of:

- a negative notice.
- an interim bar.
- a disqualification.
- any change in WWCC status.
- immediately cease child-related work if subject to a bar, negative notice or disqualification.

Failure to notify the service may result in disciplinary action.

Approved Provider / Nominated Supervisor Obligations

Upon becoming aware of a negative notice, interim bar, or disqualification, the Approved Provider or Nominated Supervisor will:

- immediately remove the individual from child-related work.
- take all reasonable steps to ensure the safety of children.
- notify the NSW Early Learning Commission within required timeframes.
- make any additional mandatory notifications to relevant authorities (including NESA if applicable).
- maintain confidential records of the notification and actions taken.

All actions taken in response to WWCC status changes will prioritise the safety, rights and best interests of children above all other considerations.

Ongoing Monitoring

The service will:

- regularly verify WWCC status.
- monitor expiry dates.
- ensure no person works with children without a valid clearance.

Staffing Arrangements

- Where possible, a Nominated Supervisor or Coordinator will be present at the service during sessions.
- A Nominated Supervisor, Coordinator or Senior Educator will act as RP in Charge of all sessions.
- All persons acting as RP in Charge will hold a current Child Protection certification (CSS 5).
- During each session, at least one educator on the floor will hold a current CPR and First Aid certificate.
- Educators will record their working with children times when they sign out of their shifts each session.

Immunisations

- All educators are recommended to maintain immunity to Pertussis, Measles-mumps-rubella, Varicella, and Hepatitis A, through immunisation with your local health professional.
- Educators without these immunisations are recommended to stay away from work at South Turrumurra OOSH during outbreaks of vaccine-preventable diseases.
- South Turrumurra OOSH highly recommends that educators are fully vaccinated, in line with the Department of Education's guidelines for school teachers.
- South Turrumurra OOSH will fund annual flu vaccinations for full time employees when school staff are vaccinated.

References and Related Policies and Procedures

References

- My time, Our Place Framework for School Age Care in Australia 2022 - <https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf>
- OSHC code of professional conduct - <https://www.oshcprofessionalstandards.com.au/#:~:text=The%20Professional%20Standards%20for%20Educators%20comprise%20seven%20Standards%20which%20outline,Professional%20Practice%20and%20Professional%20Engagement.>
- NSW Office of the Children's Guardian - <https://ocg.nsw.gov.au/working-children-check>
- Early Childhood Australia Code of Ethics 2019 - <https://www.earlychildhoodaustralia.org.au/wp-content/uploads/2019/08/ECA-COE-Brochure-web-2019.pdf>
- UN Convention on the Rights of the Child - <https://www.unicef.org.au/united-nations-convention-on-the-rights-of-the-child>
- Office of the Children's Guardian: Guide to the Child Safe Standards - https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf
- Department of Education: Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services - https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/working-in-early-childhood-education/media/documents/Guide_Child_Safe_Standards.pdf

Related Policies and Procedures

- Enrolment and Orientation

- Governance and Management
- Incident, injury, trauma, and illness
- Dealing with Medical Conditions in Children
- Emergency and Evacuation
- Delivery and Collection of Children
- Excursions and Transportation
- Providing a Child Safe Environment
- Health and Safety
- Nutrition, food and beverages, dietary requirements
- Interactions with Children
- Dealing with Complaints
- Complaints and Grievances
- Code of Conduct
- Safe use of Digital Technologies and Online Environments
- Behaviour Guidance

Approval and Revision History

Review Date	Reviewed By	Approved By	Next Review
06/07/2021	Scott Everard	Amy Kitto	July 2022
05/07/2022	Amy Kitto	Scott Everard	July 2023
20/07/2023	Scott Everard	Courtney Sparkes	July 2024
15/05/2024	Scott Everard	Amy Kitto	July 2024
24/08/2024	CELA	Scott Everard	August 2025
08/10/2025	Courtney Sparkes	Scott Everard	October 2026
15/06/2026	Scott Everard	Scott Everard	June 2027
10/08/2026	Scott Everard	Scott Everard	August 2027