



Staffing Policy

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Policy Hierarchy link		Education and Care Services National Law Act 2010: Sections 56,161,162,165-169 Education and Care Services National Regulations 2011: Regulations 35, 117,123,126,136,145-156,168 National Quality Standard: Quality Area 4 – Staffing Arrangements Quality Area 7 –Leadership and Service Management This policy is to be read in conjunction with the following policy documents: Code of Professional Conduct for All Staff Child Safe Code of Conduct Determining Responsible Person Policy Participation of Volunteers and Students Policy	
Version	Authorised by	Effective Date	Revision Date
1	SCECS Management	September 2025	September 2028

1. BACKGROUND

Sydney Catholic Early Childhood Services (SCECS) is committed to meeting our regulatory requirements in relation to staffing, including that professional standards guide our practices, our responsible person ensures that the service is effectively supervised and managed, and volunteers and students are provided with the necessary training and support.

2. POLICY STATEMENT

SCECS as the Approved Provider, operates each service with a Preschool Director or Service Coordinator, who is to be placed in charge as the Responsible Person. In periods of absence. Our service will ensure a Responsible Person is physically present at the service at all times children are being educated and cared for.

Details of the Responsible Person on duty will be communicated and displayed for all users of the service.

Definitions

Approved Provider

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper - in accordance with Sections 12, 13 and 14 of the Children (Education and Care Services) National Law (NSW) to operate one or more education and care services. Sydney Catholic Early Childhood Services (SCECS) is the Approved Provider of the OSHC Service.

Nominated Supervisor

A person who has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor. A Nominated Supervisor:

- is 18 years old or older
- 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.

Responsible Person

Is the Director/Coordinator or educator who has been placed in day-to-day charge of the service in accordance with the Children (Education and Care Services) National Law (NSW). A responsible person:

- is 18 years old or older
- 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.

Educational Leader

The Education and Care National Regulations prescribes the approved provider to designate in writing a suitably qualified and experienced Educational Leader at the service to lead the development and implementation of the educational and / or leisure program. Within SCECS services the Nominated Supervisor / Centre Director / Centre Coordinator of each service is designated to hold the Educational Leader role. The Educational Leader role may be delegated to another appropriately skilled staff member as agreed by the Director/Coordinator and their head office manager.

3. ROLES AND RESPONSIBILITIES

Role	Authority/ responsible for
Approved Provider	• Ensuring there is a Responsible Person (refer to Background and Definitions) on the premises at all times the service is delivering education and care programs for children. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service (National Law: Reg. 172). • Ensuring that the name of the Nominated Supervisor is displayed prominently at the service. • Notifying the Regulatory Authority if there is a change of person in the role of Nominated Supervisor (s. 56 of the Law, Reg. 35). • Ensuring that, in the absence from the service premises of a Nominated Supervisor, the Responsible Person is placed in day-to-day charge of the service. • Ensuring that the Nominated Supervisors have a sound understanding of the role of Responsible Person. • Ensuring there are sufficient staff to meet the legislative requirement for a Responsible Person at the service during periods of leave or illness. • Ensuring that each service has a designated Educational Leader and that this is displayed prominently at the service. • Ensuring that they not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in subsection (5) unless the approved provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service.
Role	Authority/ responsible for
Nominated Supervisor	• Providing written consent to accept the role of Nominated Supervisor. • Ensuring that, in their absence from the service premises, another Responsible Person is placed in day-to-day charge of the service. • Ensuring they have a sound understanding of

	the role of Responsible Person. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children. • Notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check or teacher registration, or if they are subject to disciplinary proceedings. • Ensuring that a staff record is maintained for each staff member that includes: ○ Nominated Supervisor: Full name, address, DOB, relevant qualifications, evidence of approved training including first aid training, WWCC, teacher registration of applicable ○ Staff members: Full name, address, DOB, relevant qualifications, evidence of approved training including first aid training, WWCC, teacher registration of applicable ○ Educational Leader: Staff record must include the name of the person designated as the educational leader. ○ Responsible Person: Staff record must include the name of the person designated as the responsible person and provide written consent to accept the role.
Responsible Person	• Providing written consent to accept the role of Responsible Person. • Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Understanding that a Responsible Person placed in day-to-day charge of an approved service does not have the same responsibilities under the Law as the Nominated Supervisor. • Ensuring that there is a record of educators working directly with children and that it is completed correctly for each session. The

	record must include: ○ The name of each educator who works directly with children being educated and cared for by the service ○ The hours that each educator works directly with children being educated and cared for by the service ● Ensuring that educators who are under 18 years of age are supervised at all times.
Educators	● Ensuring that they correctly complete and sign the record of educators working directly with children at each session. ● Provide up to date information to keep their staff record current.
Families	● Reading and understanding this policy ● Being aware of the Nominated Supervisor and Responsible Person at the service on a daily basis.

4. RESOURCES/REFERENCES

- *Australian Children's Education and Care Quality Authority (ACECQA) - www.acecqa.gov.au*
- *ACECQA Guide to the National Law and National Regulations*
- *ACECQA Compliance History Statement*
files.acecqa.gov.au/files/.../Compliance%20history%20statement.docx

6. MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of gaps, the service will review this policy every three years.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled in the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

The authorisation and amendment history for this document must be listed in the following table:

Version	Authorised by	Approval date	Sections modified
1	SCECS Management	SEP 2025	New Policy
