STAFFING ARRANGEMENTS POLICY

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

Our Service aims to engage educators, staff and Nominated Supervisors who have the qualifications and experience to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children's health, safety, and wellbeing is given paramount consideration and protected at all times through providing appropriate and effective supervision (according to legislated ratios and quality practice) and ensuring decisions and actions are viewed through a child-first lens. Our educators, in collaboration with our Educational Leader, design and implement programs that support children's participation and engagement, interests, learning, and development.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of Educators	The organisation of Educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, Educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, Educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP	QUALITY AREA 7: GOVERNANCE AND LEADERSHIP	QUALITY AREA 7: GOVERNANCE AND LEADERSHIP
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4 (1)	Definitions
10	Meaning of *actively working towards* a qualification
11	Meaning of *in attendance* at a centre-based service
35	Notice of addition of new nominated supervisor
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
90	Medical conditions policy
93	Administration of medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
95	Procedure for administration of medication
99	Children leaving the education and care services premises
100	Risk assessment must be conducted before excursion
101	Conduct risk assessment for excursion
102	Authorisation for excursions
102-B,C,D	Transport risk assessments/authorisations
117	Placing a person in day-to-day charge
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
130	Requirement for early childhood teachers – 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
145	Staff Record
146	Nominated Supervisor
147	Staff Members
148	Educational Leader
149	Volunteers and Students
150	Responsible Person
151	Record of Educators working directly with children
152	Record of access to early childhood teachers
165 Law	Offence to inadequately supervise children
166 Law	Offence to use inappropriate discipline
166A &5AA Law	Offence to subject child to inappropriate conduct [NSW]
167	Record of service's compliance
168 168(2)(i)	Education and care services must have policies and procedures
170	Policies and procedures to be followed
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
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 (exc. Vic)
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
272	Early childhood teachers- children preschool age or under (NSW)
372	Educator to child ratio—pre-kindergarten program or kindergarten program provided by a school
373	Early childhood teachers—pre-kindergarten program or kindergarten program provided by a school
379	Educators required to be early childhood teachers
S162 (A)	Persons in day-to-day charge and nominated supervisors to have child protection training
S165	Offence to inadequately supervise children
S166	Offence to use inappropriate discipline

S167	Offence relating to protection of children from harm and hazards
358	Working with children check to be read

RELATED POLICIES

Code of Conduct Policy Child Protection Policy Child Safe Environment Policy Dealing with Complaints Policy Emergency and Evacuation Policy Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy	Privacy and Confidentiality Policy Professional Development Policy Responsible Person Policy Recruitment Policy Safe Transportation Policy Sleep and Rest Policy Supervision Policy Student and Volunteer Policy

PURPOSE

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to staffing arrangements (regulation 168) and take reasonable steps to ensure those policies and procedures are followed. (ACEQA 2021).

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor, management, students, and volunteers at the Service.

IMPLEMENTATION

Our Service will comply with the required educators to child ratios, taking into consideration qualification requirements and experience, implement the required staffing requirements and ensure all staff adhere to our Code of Conduct.

Our Service will comply with the National Quality Framework and ensure 50 percent of educators meet the relevant Diploma qualification requirement or be actively working towards an approved diploma level education and care qualification. All other educators are '*suitably qualified persons*' who are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.

'Suitably qualified person' definition:

ACECQA determines the following qualifications as requirements for a 'suitably qualified person':

- an individual who is *'actively working towards'* an approved early childhood teaching qualification AND has completed at least 50 per cent of the qualification or holds an approved early childhood education and care diploma OR
- an individual who is registered (accredited in New South Wales) as a primary or secondary school teacher in Australia AND holds an ACECQA approved early childhood education and care diploma (or higher approved qualification)

Actively working towards definition:

An educator who is enrolled in a course for an approved Early Childhood qualification.

- The educator is required to provide documentary evidence of their course, training plan and progress towards completion of the course.
- Individuals actively working towards an approved qualification may be counted towards qualification requirements as 'suitably qualified persons.'
- Our Service will communicate with the educator's RTO to ensure the educator successfully completes their qualification.
- We will support the educator in completing their qualification through mentoring and assistance.

Early Childhood Teacher

An Early Childhood Teacher (ECT) is a person with an approved early childhood teaching qualification in accordance with ACECQA's qualification list. A record must be kept containing the period the early childhood teacher is working directly with children.

- Our Service will comply and will engage and have access to an ECT based on the number and age of children attending the Service (depending on state requirements).
- Our Service (if educating and caring for fewer than 25 children per day) will ensure access to an ECT for at least 20 per cent of the time the service provides education and care (this access can be remote via information communication technology)
- Our Service will ensure that when there are 25-29 children being educated and cared for at least one ECT will be in attendance for at least 6 hours on that day, if the service operates for 50 or more hours a week; or for 60 per cent of the operating hours of the service on that day, if the service operates for less than 50 hours per week. (NSW only) (reg 272)
- If an ECT is absent due to short term illness or leave, the following persons can be taken to be the Early Childhood Teacher:
    - a person who holds a primary teaching qualification
    - a person who holds an approved diploma level qualification

(this applied for up to 60 days in a 12-month period only)

For NSW services:

Our Service will employ an early childhood teacher in accordance with the following requirements based on the number of children attending the service:

For 25 to 29 children in attendance per day:

- one early childhood teacher must be in attendance for at least 6 hours on that day, if the service operates for 50 or more hours a week: or
- for 60 per cent of the operating hours of the service on that day, if the service operates for less than 50 hours a week

30 to 39 children preschool age or under in attendance per day:

- One early childhood teacher must be in attendance at all times that a centre-based service is educating and caring for children preschool age or under.

40 to 59 children preschool age or under in attendance per day:

- Two early childhood teachers must be in attendance at all times that a centre-based service is educating and caring for children preschool age or under.

60 to 79 children preschool age or under in attendance per day:

- Three early childhood teachers must be in attendance at all times that a centre-based service is educating and caring for children preschool age or under.

80 or more children preschool age or under:

- Four early childhood teachers must be in attendance at all times that a centre-based service is educating and caring for 80 or more children preschool age or under.

Educational Leader

The Educational Leader has an influential role in inspiring, motivating, affirming, and challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

- The Approved Provider will nominate a qualified and experienced educator to take on the Educational Leader role and responsibilities.
- The Educational Leader will keep a record about how they mentor and guide educators of the Service to ensure continuous improvement.
- The Educational Leader will guide educators to provide a compliant and rich program.

Nominated Supervisor

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day charge of an approved Service. The Approved Provider must provide sufficient evidence and information to demonstrate compliance to the Regulatory Authority of the suitability of this person. Nominated Supervisors have a range of responsibilities under the National Law and Regulations including programming, supervision and safety of children, entry to and exit from the premises, food and beverage, administration of medication, excursions, staffing, sleep, and rest.

The Approved Provider will display the name of the Nominated Supervisor in a place that is clearly visible to staff, educators, families and visitors.

The Approved Provider will notify the regulatory authority at least seven days prior to the Nominated Supervisor starting or as soon as practicable (not more than 14 days)

- The Nominated Supervisor must be 18 years of older
- The Nominated Supervisor must have successfully completed Child Protection training
- The Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, National Regulations, National Quality Standards and Family Assistance Law.
- The Nominated Supervisor will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities
- The Nominated Supervisor will ensure the Service program is reflective of the approved learning framework, incorporate the children's developmental needs, interests, and experiences, and consider the individual differences and needs of each child.
- The Nominated Supervisor will adhere to Service policies ensuring a safe and healthy environment is provided.

Responsible Person

A Responsible Person is required to be physically present at the Service at all times that children are being educated and cared for. The Responsible Person can be the Approved Provider, or a person with management or control placed in day-to-day charge of the Service. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- Our Service will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our Service will clearly communicate the Responsible Person on duty with families, educators, staff and visitors by displaying this information in the foyer or reception area.

- The Responsible Person will adhere to Service policies and procedures and maintain a safe and healthy environment for children
- The Responsible Person will always act with professionalism when dealing with children, educators, visitors, and families.
- All Responsible Persons will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities
- The Responsible Person must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).

Approved First Aid Qualifications

- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid, anaphylaxis management and emergency asthma management training.
- The Approved Provider must ensure at least one staff member, or one Nominated Supervisor be in attendance at any place children are being educated and cared for by the Service and be immediately available in an emergency and hold the mandatory qualifications for:
    - an ACECQA approved first aid qualification and
    - anaphylaxis management and
    - emergency asthma management training.

  (Approved qualifications are published on the ACECQA website)
- Services must have staff with current approved qualifications on duty at all times and be immediately available in an emergency.
- It is the staff and educator's responsibility to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training certificates and provide the Service with a copy of the certificate. Staff and educators must ensure they participate in training prior to the expiration date on their certificates.

Working with Children Clearance/Check

Employers have legal obligations around working with children. It is against the law to engage anyone who is 18 years or above in child-related work without a current Working with Children Check (WWCC) clearance, unless they are exempt from requiring one under the *Child Protection (Working with Children) Act 2012*.

A Working With Children Check (WWCC) is a requirement for people who work or volunteer in child-related work. A WWCC is an assessment of a person's ability to work safely with children based on any known incidents that indicate the person poses a risk of harm to children. It involves a National Police Check(criminal history record check) and a review of any findings of misconduct under the Reportable

Conduct Scheme. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

- To comply with National Regulations for those undertaking paid or voluntary child-related work all employees (18 years or above) of the Service will acquire a Working with Children Check
- Approved providers and Director will verify WWCC clearances before staff or volunteers (including agency staff) commence employment at their service, and every time the WWCC is renewed. The verification will be completed through the NSW Office of the Children's Guardian's (OCG) online portal. If an employee's WWCC clearance is suspended or barred, the approved provider will be notified by the OCG.
- The Director / Nominated Supervisor will keep a record of the expiry date of the Working With Children Check for all staff, volunteers and students and will update these on the Employment Record Management System, to receive reminders when renewal is due and will pass these reminders onto the relevant staff member.
- Management will ensure any notifications or concerns regarding a person's Working With Children Check/Clearance are recorded and steps taken immediately to ensure the person is not working directly with children in accordance with directions from the Office of the Children's Guardian (NSW) or relevant state/territory authority.
- An individual under the age of 18 years is exempt from holding a WWCC. They must not however, work alone and must be adequately supervised by an educator over the age of 18 years of age.
- Educators and staff must notify their approved provider in writing if:
    - they receive a negative Working With Children check notice from the NSW Office of the Children's Guardian or another jurisdiction or
    - there is a change to their teacher accreditation or registration.
    - They must do this within 72 hours of the event occurring or within 24 hours of becoming aware of the change.
    - Approved providers must notify the NSW Early Learning Commission if they become aware that an educator or staff member at their service has received a negative Working with Children Check or a change to their accreditation or registration. This must be provided within 24 hours of becoming aware.

Staff Record

- Approved Services must keep information about the Nominated Supervisor, Responsible Person, Educational Leader, staff, volunteers, and students at the Service
- Details must include evidence of staff and educators working directly with children, their qualifications and training information and Working with Children Check verification number and

expiry date, their child protection training and recent refreshers, mandatory National Child Safety Certificate, current first aid certificates

- Details regarding staff PRODA registrations will be kept in each staff record, including RA number and evidence of fit and proper checks
- All staff, educators, students, volunteers, and visitors are required to sign in and out each day
- Staff records and workforce information are to be uploaded onto the National Early Childhood Worker Register. The register provides state and territory regulatory authorities, with a secure national view of who is working in ECEC services and where to improve regulatory oversight and support child safety across the sector. The approved provider and or Director must record and maintain workforce information in the register, update the register with information on their current workforce by 26 March 2026, update the register within 14 days of a worker being employed, engaged or appointed and update information within 14 days of becoming aware of any changes.

Adequate Supervision

- Creating and maintaining Children's safety and a child safe physical environment is paramount in our centre and practices are embedded in our day-to-day to ensure we protect children from harm and abuse. Under sections 165 and 167 of the Children (Education and Care Services) National Law (NSW), We ensure effective and adequate supervision is provided to all children at all times. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transporting children . (see *Safe Transportation Policy*). Educators ensure that they position themselves to maintain clear lines of sight of all children, regularly scan indoor and outdoor areas, maintain appropriate child-to-educator ratios, and anticipate potential risks during transitions, routines or play. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision, the designing of spaces that allow for clear visibility of all educator-child and child-to-child interactions, support responsive staff practices, and enable timely interventions to address behaviours or risks to children's safety and wellbeing.

At our service we maintain high standards of supervision and environmental safety, building a strong safeguarding culture and demonstrating our commitment to prioritising the needs, rights, safety and wellbeing of children.

The approved provider, in conjunction with educators of the service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest. The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in

our service. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the *Sleep and Rest Policy* and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

Educators will maintain adequate supervision and maintain educator ratios throughout the sleep period, ensuring supervision is active, effective and frequent. They will ensure they are not engaged in other duties (e.g., administrative duties) that will take their attention away from actively supervising sleeping and resting children. Educators will physically check that the child is breathing by checking the rise and fall of the child's chest and the child's lip and skin colour from the side of the floor mattress. They will ensure physical checks of a sleeping child occur at least every 10 minutes (Note: CCTV, audio monitors or heart monitors do not replace the need for physical checking/inspecting sleeping children) and ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the Safe Sleep Record [include children of all age groups on Sleep/Rest record].

Educators will consider the circumstances and any risk factors that may mean physical checks need to be more frequent for some children (e.g.; children with colds, chronic lung disorders or specific health care needs that may require higher level of supervision). They will consider higher levels of supervision and conduct more frequent checks on children with colds, chronic lung disorders or specific health care needs

Through conducting risk assessments, we assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous / risky play to ensure their safety. Educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment.

- Our Service will comply with educator to child ratios outlined in National Legislation and National Quality Framework
- Educators are required to adhere to the Service's *Supervision Policy*
- Where there are water activities or high-risk experiences, educators will ensure close supervision is maintained
- Educators will communicate with other staff and educators about their supervision points, offer advice and support to ensure children's safety is of the highest priority at all times.
- Supervising educators will give their complete attention to the children and not perform other duties or tasks.
- Unless briefly discussing child or Service concerns, educators will not congregate together either inside or outside.
- Educators will interact with children where pedagogically appropriate whilst supervising.

- Director and Educators will ensure that an educator is never alone with a child or a group of children, that there is always someone else who has line of sight.

Working directly with children

National Regulations state that an educator cannot be included in calculating the educator to child ratio of a centre-based Service unless the educator is working directly with children. A record must be kept of educators working directly with children which includes the name of each educator and the hours each educator works directly with children being educated and cared for by the Service.

- To ensure compliance with regulations, we will only include educators in the educator to child ratio who are working directly with the children and ensure a current roster and a sign on/sign off record are available to verify this. Educators will sign in and out on a Working Directly With Children Record.
- The approved provider must ensure that a record is kept indicating the period of time an early childhood teacher and each suitably qualified person is working directly with children.

Rosters

- Our Service will ensure the roster and routine provides adequate supervision of children at all times.
- Rosters will be created to provide children with continuity of care to support children's development of secure relationships and contribute to their wellbeing.
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar to provide continuity of care.

Volunteers and Students

- The Approved Provider will ensure that volunteers and students meet all requirements for Working With Children Checks/Clearance, or teacher registration
- At no time will volunteers and/or students be left alone with a child or group of children or be included in the educator to child ratio.
- All volunteers and students will be inducted into the Service to ensure they adhere to the Service's policies and procedures, Statement of Philosophy and Code of Conduct
- induction will ensure volunteers and students are aware of how to manage medical conditions and to respond to a child in case of illness, injury or suffers trauma, awareness of privacy laws (including social media, photography) and behaviour guidance procedures.
- Students and volunteers must have completed the Mandatory National Child Safety and Child Protection Training, including the Foundation and the Advanced Training that covers recognising,

preventing and responding to child safety concerns, prior to commencing or volunteering at the centre.

Privacy

- Educators will adhere to the Service's *Privacy and Confidentiality Policy* and Privacy Law in relation to children and their families, or matters relating to the Service and will at no time take part in inappropriate or unlawful conversations or discussions.
- The Nominated Supervisor will ensure that students and volunteers are made aware of the Service's *Privacy and Confidentiality Policy* and Privacy Law during their initial induction.
- All staff, educators, volunteers and students are provided with information about the ECA Code of Ethics.

Staff employed under 18 years of age

Our Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times.

Staff Recruitment

From the very beginning of the recruitment process, our centre clearly and transparently promotes that we are a centre that values child safety and actively ensures that all staff demonstrate child-safe behaviours and understand the role they play in creating and maintaining a child-safe environment. This is reflected in the way we advertise the position, the job description documents provided to applicants, the questions asked in interview process, robust reference checks and thorough induction processes.

Our Service will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position.

All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices. There must be at least 2 reference checks completed, one from the current supervisor and one from the most recent supervisor. Referees cannot be family or close friends. Referees should be asked:

- Whether or not the applicant has been the subject of a disciplinary action or has engaged in any concerning or unacceptable behaviour.

- How they know the applicant.
- What skills and characteristics the applicant is likely to bring to the position.
- The applicant's strengths and weaknesses.
- The applicant's response to supervision and direction.
- Whether the employer would employ the applicant again.

All potential staff are subject to a thorough screening process including:

- Obtaining and checking a copy of drivers licence / other form of identification.
- Qualification verification - RTO checks through the National Training Register
- Checking and questioning of applicant's work history, including exploring any inconsistencies and gaps in employment.
- Teaching Accreditation (where relevant)
- Working With Children Check (WWCC) verification.
- Checking NQAITS to confirm whether an applicant is a prohibited person (section 188).
- National Criminal History Check
- Declaration of suitability.
- Checking validity of required qualifications e.g.: current first aid, asthma and anaphylaxis management, and safe food handling.

All new staff will undergo a probation period of three (3) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.

Staff induction and onboarding includes provision of the Service's policies and procedures, code of conduct, Child Safe Standards, Child Safe Risk Management Plan, child protection, Work Health and Safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, communication with family's processes, Family Assistance Law, administration of Child Care Subsidy, Child Information Sharing Schemes and introduction to senior staff members and/or mentor. Applicant will review and sign the Child Safe Standards, the Code of Ethics and the St Mark's Staff Handbook philosophy statement.

All staff and the approved provider, persons with management and control, nominated supervisor, persons in day-to-day charge of the service, volunteers and students will complete the Mandatory National Child Safety Training – Foundations and Advanced Training of National Child Safety via Geccko. The foundations training will be completed by 27 August 2026 or 14 days from start of employment or

before they work directly with children. Going forward, staff will complete foundation training once every two years. Staff will comply with our Staff Code of Conduct at all times.

EDUCATOR TO CHILD RATIOS

Our Service will meet the minimum child ratio requirements as stated below:

State	Age of children	Educator to child ratio
NSW, WA	Birth to 24 months	1: 4
	Over 24 months and less than 36 months	1: 5
	Over 36 months of age or over (not including children over pre-school age)	1: 10

Source

Australian Children's Education & Care Quality Authority. (2014).
ACECQA. (2021). Policy and procedure guidelines. *Staffing Guidelines*.
Department of the Officer of the Privacy Commissioner: www.privacy.gov.au
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2018).
Education and Care Services National Regulations. (2011).
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2018)
Guide to the National Quality Framework. (2017). (amended 2020).
Office of the Children's Guardian: https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check
Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	MARCH 2026	NEXT REVIEW DATE	MARCH 2027
	Changes to Regulation 168 and upcoming regulatory requirements relating to child safe recruitment and employment practices and ongoing child safe employment practices. Changes to WWCC requirements. The addition of the National Early Childhood Worker Register. The addition of the completion of mandatory child safety training. The addition of Paramount Consideration.		
POLICY REVIEWED	OCTOBER 2022	NEXT REVIEW DATE	OCTOBER 2023
MODIFICATIONS	• Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021)		

	• Additional information re: COVID-19 vaccination requirements for each state/territory. Services to delete information that is not relevant to their service. • Checked and updated links used within policy • Updated Related Policies	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
FEBRUARY 2021	• Minor edits • addition to reference of Child Safe Standards • Probation period amended to 3 months to align with Recruitment Policy	FEBRUARY 2022
OCTOBER 2020	• adequate supervision for transportation added • additional section on recruitment and probation periods • educator to child ratios amended	FEBRUARY 2021
FEBRUARY 2020	• Amendments to the National Regulations included in policy • Amendments and additions to Regulations for NSW added • Definition of 'suitably qualified persons' added • additions to content re: Nominated Supervisor • Educator to children ratios amended • Information about supervision condensed to avoid repetition • Revision of approved first aid qualifications	FEBRUARY 2021
FEBRUARY 2019	• Grammar, punctuation and spelling edited. • Wording 'corrected'. • Additional information added to points. • Sources checked for currency. • Sources/references corrected, updated, and alphabetised	FEBRUARY 2020
FEBRUARY 2018	• New Policy Created	FEBRUARY 2019