

# Staffing Arrangements Policy

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## NQS

QA4	4.1.1	Organisation of educators - The organisation of educators across the service supports children's learning and development
QA7	7.1.3	Roles and Responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

## National Law

Section	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

## National Regulations

**Regulations numbered 240 and higher are state or transitional regulations**

Reg	10	Meaning of actively working towards qualification
	117A	Placing a person in day to day charge
	177B	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
	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.
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 31.12.21
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
299C		Educator to child ratios during rest period
299D		Additional staff members or volunteers
299E		Qualifications for educators
299F		Educator to child ratios when educator or early childhood teacher on rest pause
299G		Access to or attendance of early childhood teacher on rest pause
299H		Educator to child ratios when educator or early childhood teacher absent for 5 minutes or less
299I		Access to attendance of early childhood teacher absent for 5 minutes or less
304		Early childhood teacher—60 or more children
390		Resignation of early Childhood Teacher
407		Resignation of suitably qualified person

## Aim

To ensure our supervision and staffing practices keep children safe at all times.

## Related Policies

Child Protection Policy

Continuity of Education and Care Policy

Educator and Management Policy

Excursion Policy

Governance Policy

## Supervision

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

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

In particular, children will be supervised:

- when resting or sleeping
- during hand washing and/or toilet times
- while undergoing toilet training (they will not be left unsupervised in the bathroom)
- at the table when eating
- in any areas where risk is increased
- during any water activity (at least one educator close at all times)

To ensure all children are accounted for during transitions between environments or rooms, Room Leaders will ensure a copy of the daily sign in sheet or similar record is used to check that all children under educators' supervision have made the transition.

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

Issues affecting the adequacy of supervision include:

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

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

To further ensure children are always adequately supervised the Approved Provider or Nominated Supervisor, and where relevant Room Leaders, will ensure:

- only educators working directly with children are included in the educator to child ratio
- students, volunteers and any educator under eighteen years is supervised at all times by an educator eighteen and over
- no child is ever left alone with a visitor/ unauthorised person
- they promote continuity of care when organising rosters and a regular pool of relief educators
- any educators on a meal-break in 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

A responsible person is:

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

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.

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

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

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

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

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

1. sign in on a Responsible Person sign in/out record
2. make sure their name and role is clearly displayed in the main entrance
3. 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:
  - talking directly to that person
  - signing out of the Responsible Person record
  - making sure the new Responsible Person signs in on the Responsible Person record

- changing the name and position of the Responsible Person displayed in the main entrance to match that of the new Responsible Person

The 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**

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

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

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

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

See 'Appointment of Nominated Supervisor' template attached.

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

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

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

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

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

## **Educator to Child Ratios**

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

- for children aged from birth to 24 months , 1 educator to 4 children
- for children aged over 24 months but less than 36 months , 1 educator to 5 children.
- for children aged over 36 months, 1 educator to 11 children.

In relation to ratios:

- The numbers of children do not include children being cared for in an emergency for no more than two consecutive days the service operates
- 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
- 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
- More than one educator will be present when children are in attendance where possible
- Ratios are met if an educator (or ECT or suitably qualified person) included in educator to child ratios) is absent for 5 minutes or less, and this person is not absent on a Rest Pause or during a Rest Period if relevant, and no other educator or ECT or suitably qualified person counted in the ratio is absent during that absence.

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. 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

## Rest Period Conditions

A rest period condition means a condition on a service approval providing for one or more rest periods during a day, totalling not more than 2 hours during the day.

### Educator to Child Ratios during Rest Period

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

- for children aged over 24 months but less than 36 months
  - 1 educator to 12 children for the first 12 children then
  - 1 educator to 6 children for any additional children
- for children aged over 30 months but less than 36 months
  - 1 educator to 16 children for the first 16 children then
  - 1 educator to 8 children for any additional children
- for children at least 3 years but less than 7 years
  - 1 educator to 24 children for the first 24 children then
  - 1 educator to 12 children for any additional children
- for children at least 4 years but less than 7 years
  - 1 educator to 26 children for the first 26 children then
  - 1 educator to 13 children for any additional children
- for children at least 4 years but less than 13 years
  - 1 educator to 24 children for the first 24 children then

- 1 educator to 12 children for any additional children

If there are fewer than 31 children present during a rest period one staff member or volunteer may be counted as an educator for every 3 educators in the required ratio.

The Approved Provider and Nominated Supervisor will also ensure that, in addition to the above ratios, the following additional staff members or volunteers are present during a rest period to attend to children immediately if required:

- where service has no more than 30 approved places – 1 staff member or volunteer
- where service has 31 to 75 approved places – 2 staff members or volunteers
- where service has more than 75 approved places – 3 staff members or volunteers

## Rest Pauses and Short Absences

A Rest Pause means a short break taken by a person from their work duties

### Educator to Child Ratios during Rest Pause

Our service is taken to meet ratios while an educator (or ECT or suitably qualified person included in educator to child ratios) is on a Rest Pause if:

1. the Rest Pause is no longer than 10 minutes
2. the educator or ECT (or suitably qualified person) has not already taken more than 1 Rest Pause during the day
3. there is a person available during the Rest Pause who is not working with children and can attend to them immediately if required (can be the educator or ECT or suitably qualified person). The person must be a staff member or volunteer who's at least 18 years, or a staff member or volunteer aged at least 17 years who holds or is actively working towards a Certificate III qualification
4. only 1 educator or ECT or suitably qualified person counted in the ratio is absent on a Rest Pause
5. a Rest Pause is not taken during a Rest Period if relevant.

### Educational Leader

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

## Educator Qualifications

At least 50% of educators who work directly with children and are included in our educator to child ratios must have or be actively working towards an approved Diploma level education and care qualification.

All other educators who work directly with children and are included in our educator to child ratios must have or be actively working towards an approved Certificate III level education and care qualification.

Exception

- 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 centres operated by the Approved Provider.

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

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

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.

If an ECT (or suitably qualified person) is required to be in attendance at the service and is working directly with children, the ECT (including an ECT covering the position because of illness or leave) (or suitably qualified person) is counted as meeting the Diploma qualification.

### **Approved Diploma Qualification**

A person is taken to hold an approved Diploma level education and care qualification if:

- they hold an approved qualification or former qualification as published on the ACECQA website [www.cecqa.gov.au](http://www.cecqa.gov.au) or
- if immediately before 1 January 2012, they were recognised under the former education and care services law of any participating jurisdiction as a Diploma level educator and employed or engaged in a declared approved service.

### **Approved Certificate III Qualification**

A person is taken to hold an approved Certificate III level education and care qualification if:

- they hold an approved qualification or former qualification as published on the ACECQA website [www.cecqa.gov.au](http://www.cecqa.gov.au) or
- immediately before 1 January 2012, they were recognised under the former education and care services law of any participating jurisdiction as certificate III level educator and employed or engaged in a declared approved service.

### **Qualifications for educators during Rest Periods**

The Approved Provider and Nominated Supervisor will ensure all educators required to meet ratios during Rest Periods are at least 17 years and hold or are actively working towards a Certificate III qualification.

## **Early Childhood Teacher (ECT) Ratios**

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

Services licensed for **60 or more children but not more than 80 children** have two options to meet ECT requirements.

1. On any given day the service must have an ECT in attendance:
  - for at least 6 hours on that day if the service operates for 50 or more hours a week or
  - for 60% of the time that the service is open on that day if the service operates for under 50 hours per week.

**By 1 January 2020**, the service must have a second ECT or a 'suitably qualified person' in attendance:

- for at least 3 hours on that day if the service operates for 50 hours or more a week or
- for 30% of the time that the service is open on that day if the service operates under 50 hours a week or

OR

2. The service 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

If an ECT is absent because of short term illness or leave (and until 31.12.21 resignation), we may cover their absence with a person who holds an approved Diploma level qualification, or a qualification in primary teaching, or a 'suitably qualified person' for up to 60 days in any 12 month period. If a second ECT or suitably qualified person is absent because of short term illness or leave (and until 31.12.21 resignation), we may cover their absence with a person who holds an approved Diploma level qualification or a qualification in primary teaching for up to 60 days in any 12 month period. The 60 day period must be calculated on a pro-rata basis if the ECT or suitably qualified person is employed part-time.

**DO NOT INCLUDE FOLLOWING IF YOU HAVE 60 OR MORE CHILDREN AND HAVE ALREADY INCLUDED THIS**

Note a 'suitably qualified person is a person:

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

In relation to ratios:

- The numbers of children do not include children being cared for in an emergency for no more than two consecutive days the service operates
- Ratios are met if an ECT or suitably qualified person is absent for 5 minutes or less and the ECT or suitably qualified person is not absent on a Rest Pause or during a Rest Period if relevant

### **ECT Ratios during Rest Pause**

Our service is taken to meet ECT ratios while an ECT or suitably qualified person is on a Rest Pause if:

1. the Rest Pause is no longer than 10 minutes
2. the ECT or suitably qualified person has not already taken more than 1 Rest Pause during the day
3. a Rest Pause is not taken during a Rest Period if relevant.

The Nominated Supervisor will ensure a record is maintained of the hours each ECT and Suitably Qualified Person is in attendance (or service has access to ECT if less than 25 children).

## ECT Qualifications

The following are approved ECT qualifications:

- an approved ECT qualification or former qualification as published on ACECQA website [www.acecqa.gov.au](http://www.acecqa.gov.au). Any restrictions applying to qualifications as an ECT still apply
- the educator was recognised as an ECT under the former law of any participating jurisdiction (does not apply if the educator was working towards an ECT qualification), or for the purposes of a preschool funding program and was employed or engaged in a declared approved service as an ECT
- some teaching qualifications as per regulation 241. See the ACECQA website.
- the educator was employed to deliver a pre-preparatory learning program within the meaning of the Education (General Provisions) Act 2006 of Queensland
- The educator was registered as a teacher under the Education (Queensland College of Teachers) Act 2005 and held a qualification that is published in the list of former approved diploma qualifications
- In some cases, if the educator was registered as a teacher under the Education (Queensland College of teachers) Act 2005 and enrolled in approved an diploma course, the educator is taken to hold an approved ECT qualification while actively working towards the course and when they complete the course – see Reg 241
- In some cases, educators who were registered as teachers in other States or jurisdictions hold an approved qualification. These are listed in regulation 241 and on the ACECQA website.
- Until 31 December 2021, an educator who's actively working towards an approved ECT qualification, and can prove they've completed at least 50% of the qualification or hold an approved diploma level education and care qualification, can be counted as an ECT.

## Other Qualifications

### First Aid Qualifications

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

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

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

### Child Protection

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

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 (Blue Card)**

The Approved Provider or Nominated Supervisor will ensure staff member, educators, volunteers and students have a blue card before working with children at the service.

“(Registered teachers or police officers working in children’s services require must apply for an Exemption Card. They will receive a positive exemption notice if the Card is issued. It remains valid as long as they remain a registered teacher or police officer unless it’s suspended or withdrawn by Blue Card Services.)” Some exemptions apply. Further information is available at <https://www.bluecard.qld.gov.au/>

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

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:

For person with management or control of the Provider

- a certified copy of an Australian National Police Criminal History Check dated no more than six months before the application for approval
- an extract from the National Personal Insolvency Index Bankruptcy Search service provided by the Australian Financial Security Authority dated no more than three months before the application
- a current and historical personal name extract search of the Australian Securities and Investments Commission records dated no more than three months before the application
- evidence (computer printout) the person does not appear on the banned and disqualified register held by the Australian Securities and Investments Commission dated no more than three months before the application.

For persons responsible for the day to day operation of the service

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

## **Rostering**

This section is based on the Children’s Services Award.

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

- post or display a staff roster where it can be easily accessed by all employees

- discuss any potential changes to the roster with affected staff members first, and consider their views about the impact of changes
- only change an employee's rostered hours if:
  - the employee agrees to the change or
  - they give the employee seven days notice

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.

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

Where the employee's roster is changed without seven days notice, they will be paid overtime on the changed hours until seven days have passed from the date notice of the changed roster was given.

The Nominated Supervisor and the employee may agree to waive or shorten the seven day notice period. This agreement must be recorded in writing and form part of the time and wages records.

An employee may be transferred from one location to another within their rostered hours, and will be paid for the time taken to travel from one location to the other. Where an employee is required to permanently transfer to another location (other than by mutual agreement), they must be given seven days notice of the change or paid at the overtime rate until seven days have passed from the date notice was given.

## Sources

**Education and Care Services National Law and Regulations**

**National Quality Standard**

**Commission for Children and Young People and Child Guardian Act 2000**

**Family Assistance Law**

## Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 14/03/2020**

**Date for next review: 13/03/2021**

## Appointment of Person in Day to Day Charge

I appoint <INSERT FULL NAME>

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to be a person in day to day charge at < INSERT NAME OF SERVICE >

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and declare that that this person:

- has the required skills to be a person in day to day charge eg has adequate knowledge and understanding about providing education and care including understanding of child protection obligations
  - can effectively supervise and manage the service
  - is at least 18 years
  
  - is a fit and proper person - they have
    - a current child protection clearance
    - declared they have never been subject to any compliance action or disciplinary proceedings under the National Law or Regulations or State/ Territory early childhood laws (Supervisor to complete ACECQA Compliance History Statement template)
    - declared they are not a 'Prohibited Person'
- 

Signature

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Print Full Name

Approved Provider /Nominated Supervisor (Delete title which does not apply)

Date

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I accept being placed in day to day charge and will always uphold the National Law and Regulations, and the policies, procedures, philosophy and Code of Conduct of the service

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Signature

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Print Full Name

Date

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## Appointment of Nominated Supervisor

Note you also need to complete ACECQA forms NS01

I appoint <INSERT FULL NAME>

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to be a person in day to day charge at < INSERT NAME OF SERVICE >

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and declare that that this person:

- has the required skills to be a person in day to day charge eg has adequate knowledge and understanding about providing education and care including understanding of child protection obligations
  - can effectively supervise and manage the service
  - is at least 18 years
  - is a fit and proper person - they have
    - a current child protection clearance
    - declared they have never been subject to any compliance action or disciplinary proceedings under the National Law or Regulations or State/ Territory early childhood laws (Supervisor to complete ACECQA Compliance History Statement template attached)
    - declared they are not a 'Prohibited Person'
- 

Signature

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Print Full Name

Approved Provider

Date

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I accept being Nominated Supervisor and will always uphold the National Law and Regulations, my obligations as Nominated Supervisor under those laws and regulations, and the policies, procedures, philosophy and Code of Conduct of the service

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Signature

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Print Full Name

Date

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# Educators Working Directly with Children Register

## National Regulations

Regs	13	Meaning of working directly with children.				
Educator Full Name	Highest Qualification Completed or Studying	Current Qualification or Training	Shift Start Time	Record times when you enter and leave the room	Shift End Time	Signature
	<i>Cert III (C) Diploma (D) ECT (E)</i>	<i>First Aid (FA) Asthma (AS) Anaphylaxis (AN)</i>				

A person is working directly with children at a given time if at that time the person—

- (a) is physically present with the children; and
- (b) is directly engaged in providing education and care to the children.

## Instructions

- Our service will follow our Staffing Arrangements Policy regarding ratios, adequate supervision and qualification requirements at all times. The Register of Educators on Duty will record how we meet these requirements.
- We will follow our Record Keeping and Retention Policy.
- We will complete a separate Register each day.
- Complete separate Register for each room (optional).

# Educators Working Directly with Children Register

Educator Full Name	Highest Qualification Completed or Studying			Current Qualification or Training			Shift Start Time	Record times when you enter and leave the room						Shift End Time	Signature
	Cert III (C)	Diploma (D)	ECT (E)	First Aid (FA)	Asthma (AS)	Anaphylaxis (AN)		IN	OUT	IN	OUT	IN	OUT		
Alex Smith		✓		✓	✓		8.45am	9.00	12.30	1.00	4.00			4pm	Alex Smith
	C	D	E	FA	AS	AN		IN	OUT	IN	OUT	IN	OUT		
	C	D	E	FA	AS	AN		IN	OUT	IN	OUT	IN	OUT		
	C	D	E	FA	AS	AN		IN	OUT	IN	OUT	IN	OUT		
	C	D	E	FA	AS	AN		IN	OUT	IN	OUT	IN	OUT		