

# C-11 Staff : Child Ratio

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Epping Heights OSHC.

## NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of staff.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

## National Regulations

Reg. 122	Staff must be working directly with children to be included in ratios
Reg. 168	Education and care service must have policies and procedures
Reg. 260	Staff to child ratio—children over preschool age—centre-based services

## My Time, Our Place

LO. 1	Children feel safe, secure and supported
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## POLICY STATEMENT

We believe that the ratio of staff to children is an important factor in determining the quality of care that we provide. The Centre aims to maintain appropriate ratios of staff to children to ensure that a high quality of care is maintained at all times.

## RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy C-9: Relief Staff
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy D-6: Transportation
- Epping Heights OSHC Policy D-30: Supervision
- Epping Heights OSHC Policy E-5: Excursions
- Epping Heights OSHC Policy E-7: Water Safety

## **PROCEDURE**

Staff to child ratios.

The staff:child ratios as outlined below will aim to be met within the constraints of the centre at any given time.

- There will be a maximum of 15 children to 1 Staff member whilst in centre
- There will be a maximum of 8 children to 1 Staff member for excursions in high risk environments where containment may be an issue e.g. the park, or Taronga Zoo
- There will be a maximum of 10 children to 1 Staff member for excursions in low risk environments where containment is not an issue e.g. the movies, or third-party indoor service.
- There will be a maximum of 5 children to 1 Staff member for swimming or other water-based activity

The following additional staff: child ratios as outlined in the Voluntary Code of Practice will be adhered to at all times:

- A staff child ratio of 1 to 10 for programs which integrate children with disabilities, dependent upon their assessed level of care and requirements.
- A staff child ratio of 1 to 5 for programs which are specifically for children with disabilities.

Minimum staff numbers.

There will be a minimum of two staff members present at all times unless specified by the coordinator and approval is granted by the management committee.

When staff are sick or unable to attend work, appropriate relief staff will be employed to meet the required ratios (see C-9: Relief Staff policy)

For an emergency, or if a staff member becomes sick, a replacement will be obtained where possible before the staff member leaves the Centre.

If a relief staff member is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers (see Volunteers, Students and Visitors policy)

Volunteers will only be counted on excursions to make up the higher number of carers required, or when temporarily employed.

Students or Junior staff members under the age of 18 years old will not be counted as part of the staff:child ratio at any time.

For excursions, consideration will be given to a reduced ratio when in a supervisory challenged environment, especially for sport based activities or activities nearby water.

## **SOURCES**

- Education and Care Services National Regulations 2011
- National Quality Standards
- Children (Education and Care Services National Law Application) Act 2010
- Voluntary Code of Practice Section 3, Staff:child ratios
- My Time, Our Place Framework for School Age Care in Australia

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