Outside School Hours Care Policy
Staff and Volunteers

Purpose

Wangala Primary School Outside School Hours Care considers its employment of educators and staff as of utmost importance to ensuring that Wangala Primary School Outside School Hours Care services deliver service excellence, while also adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

Procedures

All Educators will possess a satisfactory criminal history check, such as a Working with Children's Check (WWCC) or Victorian Institute of Teaching (VIT) registration.

All educators' current checks and registrations will be read by the approved provider prior to being engaged as an educator or being permitted to work as a volunteer. (R358)

The qualification requirements for educators working with school-aged children are:

- "50% educators required to meet educator: child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age." (R356)
- All other educators required to meet educator: child ratios for children over preschool age must "hold, or be actively working towards at least a qualification published by the National Authority in the list of approved Certificate III level education and care qualifications" OR "commence obtaining a qualification referred to above within 6 months of commencing to educate and care for children" (R356)

EDUCATIONAL LEADER

The service will designate a suitably qualified and experienced coordinator, educator or another individual as Educational Leader.

The Educational Leader of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118)

The name of the educational leader will be in display at the main entrance of the service (R173) and the Educational Leader will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.

NOMINATED SUPERVISOR

- The service will designate at least one nominated supervisor (R146)
- Personal details, qualifications, written acceptance of the role and training for the nominated supervisor(s) will be kept in the Nominated Supervisor's Staff Record.

PERSON IN DAY TO DAY CHARGE

- The service will ensure a designated person in day to day charge is in place at all times, for each service, to act as the responsible person for that service. (R46, 47, 50, 54)
- The approved provider will assess if the proposed person in day to day charge has an adequate knowledge and understanding of the provision of education and care to children and be able to effectively supervise and manage an education and care service.
- Personal details, qualifications, training for the person in day to day charge will be kept in the educators Staff Record along with their written acceptance of the role.

QUALIFICATIONS

- Educators will be recruited and trained according to the Education and Care Service National Regulations (R136)
- At least one educator who holds a current approved First Aid qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved anaphylaxis management qualification will be in attendance while children are being cared for.
- At least one educator who holds a currently approved asthma management qualification will be in attendance while children are being cared for.

CODE OF CONDUCT

The Code of Conduct provides a framework for ethical, professional interactions between all educators, management, key stakeholders, families and members of the community. It is intended to guide work practices, decision making and our interactions with others.

Adherence to this code requires a commitment to:

- The Wangala Primary School Outside School Hours Care statement of philosophy
- Early Child Australia's Code of Conduct
- Compliance with all Commonwealth, State and Local Government legislative and regulatory requirements relevant to the management and provision of quality care.
- The National Quality Framework
- Professional standards of behaviour are maintained by working co-operatively with others; displaying respectful, courteous interactions; engaging in open communication; being honest and approachable and working with integrity at all times.
- At all times, educators are expected to conduct themselves in a manner that enhances the reputation of the service.
- Educators are to ensure children are treated with dignity and respect at all times, with appropriate behaviour guidance implemented at all times.
- Service practices and procedures should be undertaken in a professional, responsible and ethical manner.
- In the event of a grievance, educators will be expected to follow appropriate procedures and at all times, attempt to resolve grievances in an open, respectful manner.
- Educators will maintain positive, safe work practices to ensure the health and wellbeing of all involved.

VOLUNTEERS

Wangala Primary School Outside School Hours Care may utilise volunteers within the service. This includes educators appointed to support children with additional needs. Students and volunteers are not to be left alone with children and must provide WWCC prior to commencing with Wangala Primary

School Outside School Hours Care. All students and volunteers must complete a staff record and Wangala Primary School Outside School Hours Care will keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

PROCEDURES

- Volunteers may include secondary students, tertiary students, students on practicum placements, parents and the unemployed. Volunteers must be aged 18 or over.
- All volunteers will undergo and possess a satisfactory criminal history check relevant to their state such as Working with Children's Check.
- Recruitment and induction of volunteers will be in accordance with the Wangala Primary School Outside School Hours Care employment guidelines.
- All volunteers will complete an Educator Record.
- Volunteers will not be part of the educator: child ratios for service-based activities.

STAFF RECORDS

Wangala Primary School Outside School Hours Care will ensure that a staff record is obtained for each educator working in the service and staff employed by Wangala Primary School Outside School Hours Care.

PROCEDURES

- The service will develop a comprehensive Educator Record (R145)
- Each educator will complete the record outlining relevant person details, qualifications, training and role within the team as required in the Education and Care National Regulations (2011), regulation 147.

EDUCATOR: CHILD RATIOS

Wangala Primary School Outside School Hours Care believes that an appropriate educator: child ratio is an important factor in ensuring the safety and wellbeing of all children. Educator: child ratios will be in line with the minimum number of educators for children over preschool age as set out in the Education and Care Services National Regulations (R123 & 355).

PROCEDURES

- Educators will be rostered to meet educator: child ratios - 1 staff member for every 15 children.
- At least 50% of the educators rostered on to meet ratio requirements will hold, or be enrolled in and studying towards an approved Diploma level qualification or above.
- All other educators will hold, or be actively working towards a minimum of a certificate III qualification.
- Wangala Primary School Outside School Hours Care has a preference to employ educators that either hold a Teaching qualification or are actively working towards a Teaching qualification.
- If staff members do not currently hold or are not currently working towards at least a minimum of a certificate III approved qualification, they will be required to commence working towards their qualifications within six months of commencing work, as part of their probation period.

Review Cycle

This policy was last updated in May 2023 and is scheduled for review in May 2026.