4.03. STAFFING ARRANGEMENTS

QUALITY AREA 4 | VERSION 9.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

This policy outlines guidelines for engaging educators at Wyndham Early Education and Care Services (EECS), including:

- ensure sufficient educator numbers to meet legislative, policy, and service standards.
- hiring qualified educators who satisfy legislation, policy, and service standards.
- ensuring adequate supervision and support staff and people at the service.
- adhering to legislative requirement regarding Working with Children (WWC) Check, Victorian Institute of Teaching (VIT) registration, and Child Safe Standards.

Policy Statement

EECS is committed to:

- protecting the health, safety, and wellbeing of children while promoting their learning and development.
- fulfilling a duty of care to all children attending the service.
- providing accountable and effective staffing and management practices.
- employing qualified educators to provide a quality educational programme for children and families.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

This policy should be read together with, but limited to, the following policies:

- Code of Conduct
- Code of Ethics
- Determining Responsible Person
- Participation of Volunteers and Students
- Providing a Child Safe Environment

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure all legislative and funding obligations under the are met in relation to staffing arrangements.	✓	✓			
Ensure quality staffing practices are in place in line with Quality Area 4 in ACECQA's National Quality Standard Quality.	✓	✓			
Always comply with the service's *Code of Conduct Policy.*	✓	✓	✓	✓	✓
Appoint a ***nominated supervisor*** for each service. Ensure the appointed nominated supervisor meet all legislative requirements. *(refer to Determining Responsible Person Policy)*	✓	✓			
Ensure there is always a ***person in day-to-day charge*** on the service premises when the service is operating.	✓	✓			
Develop working arrangements that ensures all staffing requirements are met – always.	✓	✓			
Display the name of the nominated supervisor in a place in the service that is easily visible from the main entrance. *(Appendix 7.1.2: Nominated Supervisor and responsible Person/s)*	✓	✓			
Ensure that children being educated and cared for by the service are always adequately supervised. *(refer to Supervision of Children Policy)*	✓	✓	✓		✓
Always comply the legislated educator-to-child ratios at all.	✓	✓			
Ensure staffing always meets the requirements of *The Kindergarten Funding Guide* when the service is operating.	✓	✓			
Comply with relevant industrial agreement and current legislation relating to the employment of staff.	✓	✓			
Follow the guidelines for the recruitment, selection and ongoing management of staff as outlined in the *Providing a Child Safe Environment Policy.*	✓	✓			
Employ the required number of ***appropriately qualified educators*** with ACECQA approved qualifications.	✓	✓			
Employ additional staff, as required, to assist in the provision of a quality early childhood education and care program. *(Appendix 4.3.1: Request for Additional Educator Application)*	✓				
Ensure staff undertake appropriate induction following their appointment to the service. *(Process 4.3.1: Induction of new and relief staff)*	✓	✓			
Ensure an ***early childhood teacher*** is working with the service for the required period specified in the regulations, and that a record is kept of this work, where required.	✓	✓			
Maintain a record of early childhood teachers and ***educators*** working directly with children. Ensure the record is reviewed and updates when working arrangements change. *(refer to Staff Record Forms)*	✓	✓			
Appoint an appropriately qualified and experienced educator to be the ***educational leader.*** Documented the appointment on the staff record.	✓	✓			
Provide educators and other staff with a current position description that relates to their role and responsibilities at the service.	✓	✓			

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Comply with work screening legislation and ensure: • all early childhood teachers have a valid and current Victorian Institute of Teaching (VIT) registration. • all educators have a valid and current Working with Children's Check (WWCC). *(Process 4.3.2: Completing Working with Children's and VIT Registration Checks)*	✓	✓			
Confirm WWCC clearance or VIT registration (for ECTs) before they educate and care for children at the service.	✓	✓	✓		
Confirm WWCC clearance of all volunteers prior to their being permitted to be a volunteer at the service.	✓	✓	✓		
Maintain ***staff records*** for staff, volunteers, and students that include the following information: • Responsible person. • Nominated supervisor. • Educational leader. • Qualifications. • First Aid qualifications. • WWCC clearance. • VIT registration (where applicable).	✓	✓	✓		✓
Always maintain children's safety and wellbeing by adequately supervising students, volunteers, and parents/guardians when they are participating at the service. *(Participation of Volunteers, Students and Additional Assistants)*	✓	✓	✓		
Always maintain children's safety and wellbeing by adequately supervising additional assistants supporting the delivery of the program.	✓	✓	✓		
Ensure educators under the age of 18 years are always adequately supervised when educating and caring for children at the service.	✓	✓	✓		✓
Ensure the following staff are always present and immediately available place children are being educated and cared for by the service: • staff member or nominated supervisor who holds a ***current approved first aid qualification.*** • staff member or nominated who has undertaken current ***approved anaphylaxis and emergency asthma management training***.	✓	✓	✓		
Undertake annual performance reviews in line with Wyndham City policy and procedures. Ensure performance reviews meet the requirements under National Quality Standard 7.2.3. *(Appendix 4.3.11: WCC - Performance Management Policy)*	✓	✓			
Conduct annual audit of staff qualifications and ensure they comply current legislation and funding requirements.	✓	✓			
Ensure staff, contractors, volunteers, and students are not intoxicated or affected by drugs that would impair their capacity to supervise or provide education and care to children. *(refer to Tobacco, E-Cigarette, Alcohol and other Drugs Policy)*	✓	✓			

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Provide and support opportunities for staff to undertake professional development relevant to their role.	✓	✓			
Provide information and inform staff on current child protection laws and any obligations that they may have under these laws. *(refer to Providing a Child Safe Environment Policy)*	✓	✓			
Inform parents/guardians of the name/s of casual or relief staff where the regular educator is absent.	✓	✓			

Definitions

The terms defined in this section relate specifically to this policy:

Appropriately qualified: an individual who possesses an approved qualification as stipulated by the Australian Children's Education and Care Authority (ACECQA). List of approved qualifications are available on their website.

Early childhood teacher (ECT): A person with an approved early childhood teaching qualification.

Educator: A person with an approved early education certificate or Diploma qualification.

Educational Leader: Individual who assumes a leadership role within an educational institution or setting. Educational leaders are involved in strategic decision-making, curriculum development, staff management, and fostering a positive learning environment.

***The Kindergarten Funding Guide*:** Provides detailed information from the Department of Education (DE) about the types of kindergarten funding available, eligibility criteria, how to apply for funding, and how to comply with operational requirements once funding has been granted.

***Nominated Supervisor*: I**ndividual appointed to a supervisory role in the service. The nominated supervisor is responsible for overseeing the day-to-day operations, ensuring compliance with relevant standards and regulations, and often serving as a point of contact for regulatory authorities.

***Person in day-to-day Charge*:** Individual who is directly responsible for overseeing the daily operations and activities in a service. The person in day-to-day charge is entrusted with the immediate supervision of activities, ensuring the well-being of individuals under their care, and maintaining compliance with relevant regulations and standards.

Working with Children Check (WWCC): A screening process or background check required for all individuals in Victoria seeking employment or volunteer opportunities that involve working with children. This check is conducted to assess the individual's criminal history and ensure they do not pose a risk to the safety and well-being of children in their care.

Victorian Institute of Teachers [VIT] Registration: To teach in Victorian children's education and care service or children's service teachers must register with VIT. Being registered as an ECT indicates a teaching professional who:

- holds an ACECQA approved qualification.
- maintains professional practice in line with the Australian Professional Standards for Teachers.
- is suitable to teach.
- is exempt from a Working with Children Check.

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Legislation and Standards

- Relevant legislation and standards include but are not limited to:
- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Training Reform Act 2006 (Vic) (amended in 2014)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Worker Screening Act 2020
- Worker Screening Regulations 2021 (Vic)

Related Appendices & Documents

- Appendix 4.3.1: Request for Additional Educator Application
- Appendix 4.3.2: Additional Educator - Review Form
- Appendix 4.3.3: Agency Staff Record Form
- Appendix 4.3.4: Casual and Agency Induction Checklist
- Appendix 4.3.5: Casual Feedback Form
- Appendix 4.3.6: Staff Induction Checklist
- Appendix 4.3.7: Work Experience Student Record Form
- Appendix 4.3.8: Work Experience - Student Record of Participation
- Appendix 4.3.9: Educational Leader appointment Letter
- Appendix 4.3.10: Staff Record Form
- Appendix 4.3.11: WCC - Performance Management Policy
- Appendix 7.1.2: Nominated Supervisor and responsible Person/s
- Process 4.3.1: Induction of new and relief staff
- Process 4.3.2: Completing Working with Children's and VIT Registration Checks
- Process 4.3.3: Staff Meetings and Child Free Days

Related Policies

- Administration of First Aid
- Arrival and Departure of Children
- Asthma, Anaphylaxis and Allergic Reactions
- Code of Conduct
- Dealing with Complaints and Grievances
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Participation of Volunteers, Students and Additional Assistants
- Privacy and Confidentiality
- Providing a Child Safe Environment
- Supervision of Children
- Tobacco, E-Cigarette, Alcohol and other Drugs

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Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
6	A2452715	Minor changes	02/10/2018	KK – 26/4/19	Dec, 2020
7	A3870202	Major changes	22/12/2022	TP	2024
8	A4673574	Minor wording changes. Policy format updated. Policy appendices updated to align with WCC policies and procedures.	July, 2023	TP	July, 2026
9	A4673574	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	23/06/2025	TP 	July, 2026