

C-11 Staff Child Ratios

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2.2	Professional standards guide practice, interactions and relationships.
5.1	Respectful and equitable relationships are maintained with each child.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios—centre-based services
Reg. 155	Interactions with children
Reg. 168	Education and care service must have policies and procedures
Reg. 260	Educator to child ratio—children over preschool age—centre-based services

My Time, Our Place

1.1	Children feel safe, secure, and supported
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Policy Statement

We believe that the child to staff ratio is an important factor in determining the quality of care that we provide. We aim to maintain positive interactions between staff, children and parents while ensuring quality and safe care is maintained through adequate supervision.

Related Policies

- Excursions Policy
- Interactions with Children Policy
- Relief Staff Policy

- Staff Orientation and Induction Policy
- Staff Recruitment and Selection Policy
- Supervision Policy
- Transportation Policy
- Volunteers / Students / Visitors Policy
- Water Safety Policy

Procedure

Under Regulation 123 of the *Education and Care Services National Regulations*, the staff to child ratios for centre-based services caring for children over pre-school age is 1 educator to 15 children. We ensure to maintain this ratio at all times.

While we always uphold the regulated staff to child ratios, we aim to operate to the following ratios, where possible:

- A maximum of 15 children to 1 educator for children in Years' 2 – 6
- A maximum of 10 children to 1 educator for children in Years' K – 1
- A maximum of 8 children to 1 educator on excursions
- A maximum of 5 children to 1 educator when swimming or around large bodies of water e.g. the beach
- A maximum of 10 children to 1 educator for experiences which integrate children with disabilities
- A maximum of 5 children to 1 educator for experiences which are specifically for children with disabilities

Minimum staff numbers

There will be a minimum of two staff members present at all times.

When staff are sick or unable to work, appropriate relief staff will be employed to meet the standards. For an emergency, or if a staff member becomes sick, a replacement will be obtained where possible before the staff member leaves the Centre, unless enough children have gone home so that we would remain within ratio.

If a relief staff member is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers, provided they hold a current Working with Children Check.

Students will not be counted as part of the staff to child ratio at any time.

For excursions, consideration will be given to operate at a higher staff to child ratio when in a supervisory challenged environment, especially for sport-based activities or activities nearby water, to enable us to provide a higher standard of care.

An educator cannot be included in calculating the staff to child ratio of a centre-based service unless the educator is working directly with children at the service, as per Regulation 122 of the *Education*

and Care Services National Regulations.

Sources

- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority

Date Endorsed: 3/8/2022

Date of Review: 3/8/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202208	- Updated NQS and National Regulations - Added MTOP - Updated Related Policies - Updated Sources	Staff	
v.2.202005	- No changes		
v.2.201905	- Updated links to NQS, National Regulations - Removed “recommended” staff to child ratio and adjusted to reflect current legislation - Minor wording changes	Staff Regulation Requirement Staff	