

Staffing Arrangements

Version: 2.2

Last Reviewed: 24 Aug 2026

Next Review: Jan 2027

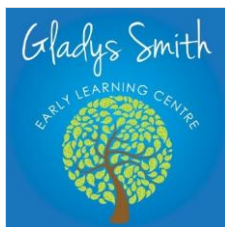
1. POLICY STATEMENT

At the Gladys Smith Early Learning Centre (the Centre), we believe staffing arrangements, qualifications, ratios, skills, experience, and passion of the Centre staff to be essential in providing high quality Education and Care and best possible outcomes for families and community. In achieving this, we ensure that our education and care service is at all times compliant in relation to educator/child ratios and qualified educators.

2. PROCEDURE

- The Approved Provider will ensure that all required worker information is recorded and maintained on the National Early Childhood Worker Register. Changes to worker information is required to be updated within 14 days of any changes, in accordance with legislation.
- The Centre will ensure that all educators have the required level of approved qualifications - Bachelor of Early Childhood Education, Diploma and Certificate III - that are needed in accordance with regulations and children attending the Centre.
- The Centre will nominate a qualified and experienced educator/coordinator or other individual as the services Educational Leader. This person is responsible for leading the development and implementation of the service's educational programs.
- Only those educators who are working directly with children will be included in the educator/child ratio.
- Rosters and routines will ensure adequate numbers of educators for required supervision of children.
- A nominated supervisor or certified supervisor will be on the premises at all times when children are being educated and cared for.
- At least two educators will be present at all times when children are in attendance at the Centre.
- Educators on a meal break will be required to return to duty in a situation where adequate supervision of children is at risk.
- The nominated supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- Students and volunteers will not be left alone with a child or group of children. At no time will students or volunteers be included in the ratio of adults supervising children.
- The Centre will ensure there is a least one Responsible Person present at all times when children are in attendance. A Responsible Person is:
 - an approved provider
 - a nominated supervisor
 - the Director in charge of the daily running of the service.
- The staff roster will reflect who the Responsible Person is when children are in attendance.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
358	Public	Corporate Services	Childcare Director	Annually
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Education, Leadership and Management Policy

Staffing Arrangements

GSELC Policy
Reference Number

ELM 13

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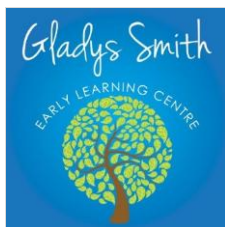
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- The name of the Responsible Person will be clearly displayed in the main entrance of the Centre.
- The Centre will ensure educator to child ratios will always meet minimum requirements.
- Rosters are designed and implemented to ensure continuity of care and relief staff will be assigned to the same rooms as often as possible.
- Educators are aware of their obligations regarding the supervision of children as this is a priority for both indoor and outdoor environments. Educators will be vigilant in the health, wellbeing, and safety of all children at all times.
- Water play activities will be closely supervised by an educator at all times.
- All educators and staff are required to have a current, not prohibited, working with children check from the Department of Human Services.
- All educators and staff are to have current CPR training which must be renewed annually.
- The Centre will ensure that at least one educator attending the service:
 - holds a current approved first aid qualification (renewed every 3 years)
 - has undertaken current approved asthma and anaphylaxis management course.
- Educators:
 - meet any jurisdictional requirements relating to education and care qualifications including teachers registration details
 - should be familiar with and follow the Code of Conduct
 - should be familiar with and follow the policies and procedures of the Service
 - must be trained in Child Safe Environments and national mandatory child safety training
 - must not be affected by alcohol or drugs and must not consume these while at the Service
 - must implement adequate health and hygiene practices and safe practices for handling preparing and storing food
 - will ensure quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4 - Staffing Arrangements)
 - will attend regular staff and team meetings
 - will ensure confidentiality is adhered to for fellow educators, families and children.

3. SOURCES

- *Education and Care Services National Law (South Australia)*, sections 56, 56A, 161, 161A, 165-175
- Education and Care Services National Regulations, regulations 35, 77-85, 90, 93-96, 99-102, 102B-D, 117A-C, 119, 123, 128, 136, 143A, 145-150, 155, 156, 168, 169-174
- National Quality Standard (2018)
- ACECQA

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- Education Standards Board SA
- Wattle Range Council ASU Enterprise Agreement

4. RELATED POLICIES

- ELM 19 - Interactions with Children Policy
- ELM 7 - Arrival and Departure of Children Policy
- ELM 8 - Staff Training Policy
- ELM 12 - Management and Governance Policy
- ELM 14 - Dealing with Complaints (Staff and Parents) Policy
- ELM 15 - Child Safe Environments Policy
- ELM 18 - Enrolment and Orientation Policy
- HSW 3 - Medical Conditions Policy
- HSW 9 - Nutrition and Dietary Requirements Policy
- HSW 10 - Food Safety Policy
- HSW 13 - Excursions and Incursions Policy
- HSW 20 - Sleep and Rest Policy

5. AVAILABILITY

This policy is publicly available on the [Gladys Smith Early Learning Centre page](#) of Council's website: www.wattlerange.sa.gov.au.

A printed copy of this policy may be obtained from the principal Council office upon payment of the relevant fee in Council's Fees and Charges Schedule.

6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of this policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Reference:
1	12 August 2024	DCCS & CEO	Adopted Policy	EN2024/28687
2	1 Sep 2025	CD & CEO	Reviewed and amended	EN2025/29858
2.1	23 Feb 2026	CD	Amended review date to align across all GSELC policies	Approval ID 728
2.2	24 Aug 2026	CD & CEO	Amended to include new mandatory requirements for national child safety training and National Early Childhood Worker Register	Approval ID 727

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