

Intereach Children’s Services Staffing Arrangements Policy



Applies to	Intereach Family Day Care (FDC), Intereach Out Of School Hours (OOSH) and Intereach Community Preschool				
Definitions	Refer to Schedule of Definitions: <i>Approved Provider, Nominated Supervisor</i>				
Version	3.0	Date approved:	27/02/2026	Next review date	26/07/2026

1. Policy Statement

Intereach is committed to ensuring the safety, rights and best interests of children are the paramount consideration in every staffing decision. We uphold our regulatory requirements in relation to staffing, ensuring that professional standards guide our practices, that a responsible person effectively supervises and manages the service at all times, and that volunteers and students are provided with the necessary training and support.

This includes ensuring:

- Educator to child ratios are met only with educators working directly with children, as required by Regulation 122.
- Adequate supervision is maintained at all times (Section 165).
- Staff hold required qualifications, valid screening checks, and are deployed to ensure high quality educational experiences.

2. Background

Under the Education and Care Services National Regulations, approved providers must maintain compliant staffing arrangements and clear policies. Ratios and qualification requirements vary by service type and jurisdiction (NSW, VIC). These regulations establish minimum standards so that education and care settings are consistently staffed with suitably qualified, experienced, and supported staff.

When staffing standards are upheld and supported through robust policies and procedures, children benefit from safe, nurturing, and developmentally appropriate experiences. Strong staffing practices also ensure that educators, staff members, Nominated Supervisors, coordinators, volunteers, and students receive the professional guidance and support they require to perform their roles confidently and competently.

A commitment to high-quality staffing arrangements strengthens service operations, promotes continuity of care, and upholds the wellbeing of both children and professionals.

3. Responsibilities

Approved Provider (or delegate)

The Approved Provider and Nominated Supervisor are responsible for ensuring that staffing arrangements consistently prioritise the safety, wellbeing, and effective supervision of all children. All staffing decisions will be made with careful consideration of:

- The experience, qualifications, and capability of educators
- Supervision requirements across both indoor and outdoor environments
- The need for clear visibility of children and ongoing active supervision
- Appropriate support for educators working with children who have additional needs or who are involved in higher-risk situations

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The Approved Provider is responsible for ensuring that:

- Comprehensive policies and procedures are in place to support compliant staffing arrangements across all service types.
- Each service has at least one suitable Responsible Person present at all times children are being educated and cared for (In a family day care service, the responsible person must be available to provide support to FDC educators)
- Each service has at least one suitable Nominated Supervisor.
- Educators employed across all services hold the required qualifications which have been verified.
- Robust child-safe recruitment practices are implemented and consistently followed for all educator appointments within the service. Implementing and maintaining the National Educator /Early Childhood Register requirements.
 - Educators' details are added to the National Educator / Early Childhood Worker Register which is built within the National Quality Agenda It System (NQA ITS) The details entered in the register will include:
 - Identify and contact details
 - Employment and service details
 - Qualification and training information
 - Screening and registration checks
- Employees, FDC Educators and volunteers working directly with children hold current, verified Working With Children Checks.
 - Verify and record Working With Children Check (NSW) or WWCC/VIT (VIC) before commencement; monitor ongoing status and act on suspensions/cancellations.
- Qualifications and currency for educators (incl. actively working towards provisions) and first aid/anaphylaxis/asthma training (Reg 136) are verified and recorded.
- Required notifications to the Regulatory Authority are completed and all records are maintained as required under the Education and Care Services National Law and Regulations.
- The appointment of Responsible Persons, Nominated Supervisors, and Educational Leaders is approved, ensuring individuals are suitably qualified and have completed required child protection checks and training.
- The Nominated Supervisors have provided a written consent and signed by reading and signing the Nominated Supervisor Position Description prior to commencement.
- For Centre based services person placed in day to day charge consents to the placement in writing (Reg.117A) and the staff record must include the name of the responsible person at the service for each time children are being educated and cared for by the service (Reg 150)
- Current prescribed information with the name of the current nominated supervisor and responsible persons is displayed at the service centres and at Family Day Care residences (Reg 173, 173A)
- Where concerns arise regarding an educators conduct, suitability or behaviour, If necessary implement interim risk management strategies, including, increased supervision, role modification, restricted access to children, temporary removal from suites where necessary. Such actions will prioritise the safety of children while procedural fairness is maintained.

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Any changes to the Nominated Supervisor's name, contact details, and or written consent (where required) are notified to the Regulatory Authority.

- For FDC: ensure educator numbers and ages meet Reg 124 and that FDC coordination staffing meets Reg 123A.

Nominated Supervisors

Nominated Supervisors are responsible for:

- Informing the Approved Provider of their compliance history using the Compliance History Statement.
- Providing written consent to undertake the role by reading and signing the Nominated Supervisor Position Description prior to commencement.
- Maintaining adequate knowledge and understanding of the provision of education and care and demonstrating the ability to effectively supervise and manage the service.
- Completing the mandatory child protection training and the National Child Safety training and ensuring educators and staff have completed these mandatory trainings.
- Recommending suitably qualified Responsible Persons and Educational Leaders to the Approved Provider for appointment.
- Ensuring the number and qualifications of educators meet all regulatory requirements.
- Creating staffing rosters that comply with relevant employment Awards, educator-to-child ratios, and qualification requirements
- Monitoring and documenting the progress of educators who are actively working toward an approved qualification to ensure satisfactory progress.
- Ensuring required first aid, anaphylaxis management, and emergency asthma management qualifications are current and documented for all required educators.
- Displaying all prescribed information so it is visible from the service's main entrance.
- Ensuring Educational Leaders are suitably skilled and have read and signed the Educational Leader Position Description prior to commencement.
- Ensuring required information for Nominated Supervisors, Responsible Persons, Educational Leaders, and educators working directly with children is recorded in the staff record
- Ensuring all required information is recorded regarding access to Early Childhood Teachers (ECTs)

Responsible Persons

Responsible Persons are required to:

- Inform the Nominated Supervisor or Approved Provider of their compliance history using the Compliance History Statement.
- Provide written consent to undertake the role by reading and signing the Responsible Person Position Description prior to commencement.
- Maintain adequate knowledge and understanding of the provision of education and care, and demonstrate the ability to supervise and manage the service when acting in the role.
- Ensure child protection training is completed prior to undertaking the role.

Educational Leaders

Educational Leaders are responsible for:

- Providing written consent to undertake the role by reading and signing the Educational Leader Position Description prior to commencement.
- Maintaining strong knowledge and understanding of educational program and practice.
- Developing and maintaining the skills and expertise necessary to mentor, support, and guide educators across all stages of their professional development.

Educators

Educators are responsible for:

- Providing evidence of their qualifications to the Nominated Supervisor.
- If actively working toward a qualification, providing evidence of satisfactory progress at least every six months or upon request.
- For FDC educators, inform the Nominated Supervisor of their compliance history using the compliance history statement for potential Family Day Care educators

4. National Quality Framework

Standard/ Elements	Concept	Descriptor
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

5. Context	
5.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017). <i>National Quality Standards</i></p> <p>ACECQA Staffing Policy Guidelines</p> <p>Australian Children's Education and Care Quality Authority (2017). <i>Guide to the National Quality Framework</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p> <p><i>Child Safe Standards NSW</i></p> <p><i>Child Safe Standards VIC</i></p> <p><i>United Nations Convention on the Rights of the Child</i></p> <p><i>Early Years Learning Framework</i></p> <p><i>My Time, Our Place Framework for School Age Care</i></p> <p><i>Victorian Early Years Learning Framework</i></p>
5.2. Legislation or other requirements	<p>Education and Care Services National Law Act 2010</p> <p>Children (Education and Care Services National Law Application) Act 2010</p> <p>Education and Care Services National Regulations (NSW) 2025</p>
5.3. Internal documents	<p>Program Specific - Determining Responsible Person Procedures</p> <p>Provision of Information and Assistance Family Day Care Educators Procedure</p> <p>Assessment of FDC educators and persons residing at FDC residences</p> <p>Governance and Leadership Policy</p>

6. Document control

Version	Date approved	Approved by	Next review date
1.0	13/05/2020	Senior Leadership Governance Group	13/05/2023
2.0	26/07/2023	Quality Governance Group	26/07/2026
2.1	18/9/2025	Minor update to include designation in writing for roles – approved by: Kerri-Anne Hyde – General Manager, operations	26/07/2026
2.2	31/10/2025	Inclusion of Preschool N. Brown – Compliance, Safety & Risk Manager	26/07/2026
3.0	27/02/2026	Reviewed and updated to incorporate legislative requirements Approved by: K. Hyde – General Manager, Operations	27/02/2029