



STAFFING ARRANGEMENTS

POLICY

PURPOSE

Kilkenny OSHC is committed to providing a safe, nurturing and respectful environment where children can build positive relationships with educators and engage in quality learning and recreational experiences.

This policy ensures Kilkenny OSHC complies with the:

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- National Quality Standard (Quality Area 4 – Staffing Arrangements)
- South Australian state regulatory requirements
- Relevant industrial awards and workplace legislation

The safety, rights and best interests of children are the paramount consideration in all staffing decisions.

SCOPE

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Person
- Educators and staff
- Volunteers and students
- Contractors

NATIONAL QUALITY STANDARD

Quality Area 4 – Staffing Arrangements

Kilkenny OSHC will ensure staffing arrangements:

- Support children's learning and development
- Maintain continuity of care
- Promote professional collaboration
- Support ethical and professional practice





LEGISLATIVE AND REGULATORY FRAMEWORK

Kilkenny OSHC operates in accordance with:

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- South Australian Education and Care Services requirements
- Work Health and Safety Act 2012 (SA)
- Child Safe Standards and Child Protection legislation
- Fair Work Act 2009
- Anti-Discrimination and Equal Opportunity legislation

IMPLEMENTATION

Kilkenny OSHC will ensure:

- Children are adequately supervised at all times
- Educators are suitably qualified or working towards qualifications where permitted
- Educator to child ratios are maintained
- Staff are fit and proper persons to work with children
- Child safety and wellbeing remain the highest priority

Staff must comply with all service policies including Child Protection, Supervision, Digital Technology, Code of Conduct and Child Safe Environment policies.

STAFFING REQUIREMENTS

Kilkenny OSHC will ensure:

- A Responsible Person or Nominated Supervisor is present whenever children are in care
- Staff hold required qualifications including:
 - First Aid (including CPR)
 - Anaphylaxis management
 - Emergency asthma management
 - Child protection training

Staff must maintain currency of qualifications and provide updated certificates prior to expiry.





NOMINATED SUPERVISOR

Appointment

The Approved Provider will ensure a Nominated Supervisor is appointed and notified to the regulatory authority.

The Nominated Supervisor must:

- Be 18 years or older
- Hold a valid Working with Children Check (WWCC)
- Demonstrate knowledge of education and care practice
- Have completed approved child protection training
- Maintain compliance with relevant laws

Responsibilities include:

- Day-to-day operational oversight
- Program implementation support
- Supervision of children's safety and wellbeing
- Management of excursions, medication administration and transitions

The Nominated Supervisor must accept appointment in writing.

RESPONSIBLE PERSON

Kilkenny OSHC will ensure a Responsible Person is physically present whenever children are in attendance.

The Responsible Person must:

- Be 18 years or older
- Responsible person declaration
- Hold valid clearances and child protection training
- Demonstrate ability to manage service safety and operations

The Responsible Person's identity will be clearly displayed to families and staff.



EDUCATIONAL LEADER

The Educational Leader will:

- Lead pedagogy and curriculum development
- Support reflective practice
- Ensure programming aligns with **My Time, Our Place (V2.0)/Early years Learning Framework**

The Approved Provider will:

- Provide professional development opportunities
- Support continuous quality improvement

The Educational Leader must accept appointment in writing.

QUALIFICATIONS

Kilkenny OSHC will follow South Australian qualification requirements.

South Australia Requirements

In accordance with Regulation 321:

- The first of every two educators in ratio must hold an approved qualification where required.

Educators may be:

- Qualified
- Actively working towards qualifications
- Supported through professional development pathways

Proof of enrolment and academic progress must be maintained.





EDUCATOR TO CHILD RATIOS

Kilkenny OSHC will comply with South Australian OSHC ratios:

Children Educators Required

1–15	1 educator
16–30	2 educators (1 qualified)
31–45	3 educators
46–55	4 educators (2 qualified)
56–75	5 educators
76–90	6 educators (3 qualified)

Where school-age children are present, ratios of **1:15** generally apply unless state-specific requirements apply.

Where pre school age children are present **1:11** ratio generally applies unless state-specific requirements apply.

Ratios will be maintained during:

- Excursions
- Indoor and outdoor activities
- Transitions
- Transport

Students, volunteers and visitors are not counted in ratios.

ADEQUATE SUPERVISION

Educators will:

- Maintain visibility of children at all times
- Adjust supervision according to risk and activity type
- Monitor toileting, rest periods and transitions

Electronic devices capable of capturing images or videos must not be used while working directly with children.





ROSTERS

Kilkenny OSHC will develop rosters that:

- Maintain compliance with ratios
- Support continuity of care
- Prioritise children's emotional security

Where possible, familiar casual educators will be engaged.

WORKING DIRECTLY WITH CHILDREN

An educator can only be counted in ratios when working directly with children.

Records will include:

- Educator name
- Hours worked directly with children
- WWCC details

WORKING WITH CHILDREN CHECKS

All staff, volunteers and students must hold valid clearances before commencing work.

Kilkenny OSHC will:

- Verify clearances before employment
- Monitor expiry dates
- Report changes in status within required regulatory timeframes

Staff must notify management of any changes to their suitability status within 24–72 hours.





FIRST AID AND EMERGENCY TRAINING

Kilkenny OSHC will maintain at least one staff member on duty with:

- First aid qualification
- CPR
- Anaphylaxis training
- Asthma management training

Training must be renewed:

- CPR annually
- Other qualifications every 3 years

STAFF RECORDS

The service will maintain records including:

- Identity details
- Qualifications
- Training records
- WWCC details
- Employment role and history
- PRODA identifiers where relevant

Records will be stored securely in accordance with privacy legislation.

STUDENTS, VOLUNTEERS AND VISITORS

Students, volunteers and visitors must:

- Hold appropriate clearances where required
- Complete induction training

They must never be left alone with children.





RECRUITMENT

Kilkenny OSHC recruitment will:

- Include reference and background checks
- Assess suitability for child safe practice
- Require declaration of any prohibition or disciplinary notices

New staff will complete:

- Six-month probation
- Induction and orientation programs
- Mentoring and supervision

Providing false information is an offence.

ONGOING SUITABILITY

Staff must maintain fitness to work with children.

Staff must report:

- Prohibition notices
- Disciplinary actions
- Changes to registration or clearance status

The service will act in accordance with child protection reporting obligations.

PRIVACY AND CONFIDENTIALITY

Staff must:

- Maintain confidentiality of children, families and service operations
- Follow Privacy and Confidentiality legislation

Child information sharing schemes will be followed where applicable.





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

EMERGENCY ADDITIONAL CHILDREN

Additional children may be accepted during emergencies if:

- Risk assessments are completed
- Ratios and safety can be maintained

Regulatory authorities will be notified where required.

CONTINUOUS IMPROVEMENT

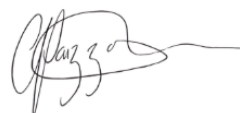
This policy will be reviewed annually or following:

- Legislative changes
- Regulatory updates
- Incidents or complaints

Feedback will be sought from staff, families and children.

Families will be notified of policy changes within 14 days.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

