



Wesley Out of School Hours Care Policy

Staffing Arrangements (Continuity of care)

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) ensures that our education and care service is at all times compliant in relation to qualified educators. We aim to ensure continuity of care through the employment of regular educators who have appropriate skills and qualifications whenever possible.

2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

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| QA4 | 4.1 | Staff arrangements enhance children's learning and development |
| QA7 | 7.1 | Governance support the operation of a quality service |
| QA7 | 7.2 | Effective leadership builds and promotes a positive organisational culture and professional learning community |

National Regulations(r)

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| r123 | Educator to child ratios – centre-based services |
| r126 | Centre-based services – general educator qualification |
| R136 | First aid qualifications |
| R145 | Staff record |
| r173 | Prescribed information is displayed |

3. Policy statement

Wesley OOSH will maintain compliance by:

- Ensuring that regulations in relation to the supervision of children are adhered to all times.
- Nominating a qualified and experienced educator, coordinator or other individual as the service's Educational Leader. This person is responsible to lead the development and implementation of the service's educational programs.
- A nominated supervisor or responsible person in day to day charge with relevant First Aid qualifications and Child Protection training will be on the premises at all times when children are being educated or cared for.
- Ensuring that any educator that is under eighteen years of age does not work alone at the service and is supervised at all times by an educator who is over eighteen.



Wesley OOSH will maintain compliance to the following in relation to everyday operations:

- Centre Coordinator/Nominated Supervisor will ensure through rostering and routines enough educators, including students and volunteers are rostered for each session of care for the adequate supervision of children and continuity of care adhering to the educator:child ratios.
- As a minimum, two Educators will be rostered at all times. No child will, at any time, be in the care of a sole educator.
- Educators will be rostered in various roles so that they can gain knowledge of children's interests and build positive relationships with children, families and other Educators. Educators may be rostered according to their strengths i.e. sports, craft
- For each session of care Educators are assigned a zone to supervise. Educators will position themselves in each zone in accordance with the supervision plan allowing them to adequately supervise each zone. Educators will move around their allocated zone to ensure children are not hiding in blind spots or moving out of bounds.
- Educators will communicate with each other via 2-way radio ensuring Educators do not congregate together within zones.
- All water activities will be closely supervised by an educator at all times. If required the Educator:child ration may be reduced depending on the activity.
- In the event that supervision of children is at risk, Educators on a meal-break are to be prepared to return to duty to provide and ensure adequate supervision.
- Where possible and to the best of our ability, make use of a regular pool of relief educators.

5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

6. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.