



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

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)

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:

- 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.
- 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:

- Rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- Supervising educators give their attention to the children and not to any other duties.
- Students and volunteers will never be left alone with a child or a group of children.



- A nominated supervisor or responsible person in charge will be on the premises at all times when children are being educated or cared for.
- There will be more than one educator present when children are in attendance. No child will, at any time, be in the care of a sole educator.
- In a situation where adequate supervision of children is at risk, educators on a meal-break are to be prepared to return to duty to supply adequate supervision.
- The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- Any water activity will be closely supervised by an educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to the Service, educators will not congregate together.
- When children are resting, they will be supervised.
- No child is to be left unattended at the table when eating.
- Rosters will be designed and implemented to ensure that children receive continuity of care.
- 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 the Program Manager, Wesley OOSH, Senior Coordinator, Wesley OOSH, Area Coordinator/s, Wesley OOSH, Centre Coordinator/s, Wesley OOSH & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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