

Ratios

Policy Statement

We believe that the staff to child ratio is an important factor in determining the quality of care that we provide. We aim to maintain positive staff, child and parent interactions and quality and safe care through ensuring that we meet the minimum standards outlined in the National Standards.

Policy Considerations

- National Quality Standards/Elements: 2.2.1 (Supervision), 4.1.1 (Organisation of educators)

Procedure

- The appropriate and required staff to child ratio in the ACT is 1 staff member per 11 children. This ratio is constantly maintained.
- Staff rosters are prepared fortnightly and issued to staff through the online staffing portal.
- Rosters are prepared based on preliminary numbers of bookings. Additional staff will be rostered should the actual booking numbers rise above the preliminary numbers.
- The ratio of 1 staff member to every 11 children will be maintained across the whole service. Staff members will be positioned to provide supervision based on service requirements.
- During excursions each staff member will be assigned a group of 11 or fewer children to walk with. The roll will be regularly checked to ensure all children are accounted for.
- At no time will children be left un-attended in the service, the playground, or on excursions.

Staff to child ratios are further outlined as follows:

- There will be a minimum of 1 staff member to every 11 children while at the service or on excursions.
- There will be a minimum of 1 staff member to every 11 children for swimming.
- There will be a minimum of 2 staff members present at all times.
- When staff are sick or unable to attend work, appropriate relief staff will be employed to meet the standards.
- For an emergency or if a staff member becomes sick, a replacement should be obtained before the staff member leaves the service.
- Children or volunteers will not be counted as part of the staff to child ratio at any time.

Document Version Control

Version Date	Changes
05/12/2018	Full review
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