

## 10.25 Single Staff Member Policy

The Approved Provider is responsible for ensuring the safety of the children in its care and employees of the service. This policy and procedure has been developed to minimise the potential risks where the service operates with a single educator on duty and working with the children.



### Relevant Laws and other Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Duty of Care*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- *Policies: 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 2.3 – Educator Ratios, 2.14 – Bookings and Cancellations, 3.11 – Escorting Children, 7.2 – Drills and Evacuations, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.10 – Employee Orientation and Induction, 8.13 – Employee Health, 9.2 – Enrolment, 9.3 – Communication with Families, 10.9 – Risk Management and Compliance, 10.22 – Determining the Responsible Person.*



### Procedures

*In determining the need for the service to operate with a single staff member, management will be guided by the Education and Care Services National Regulations 2011 and the specific provisions for Queensland, which set out the following:*

- *A maximum of 15 school age children to 1 educator; and*
- *Educators must be working directly with children to be included in the ratios.*

*The service may operate with a single educator during certain periods of care (such as Before School Care), where attendances are below the educator to child ratio requirements as per the Education and Care Services National Regulations 2011.*

*A supervisory management plan, to guide practice when using a single staff model, will be developed in consultation with management, educators, families and children and will consist of procedures relating (but not limited) to:*

- *Injury, illness or trauma to educators;*
- *Toileting procedures for educators;*
- *Managing children's behavior incidents;*
- *Managing attendance of children with no booking; and*
- *Injury, illness or trauma to children which requires significant individual attention of the educator.*

*Educators delegated to work in the capacity of a single staff member will be determined by the Approved Provider as a responsible person, with the relevant notification at the service to be visible at the parent area.*

*The Approved Provider will ensure that the educator delegated to work as the single staff member (whether or not the Nominated Supervisor), has the required academic qualifications, first aid qualifications, and anaphylaxis management and emergency asthma management training as prescribed under the Education and Care Services National Regulations 2011.*

*The Approved Provider will ensure that any educator delegated to work as the single staff member will have provided to them, and be kept on site, details of an emergency contact as well as details of any relevant medical conditions that could result in medical attention being required (e.g. diabetes).*

*To ensure the correct educator to child ratios are adhered to, parents/guardians will be requested to make a booking for their child as soon as reasonably possible. (See Policy 2.14 - Bookings and Cancellations).*

*In the event of children arriving at the service for care without notice and as a result places the service in breach of educator to child ratios, the responsible person in charge will implement procedures as per the service supervisory management plan.*

*The Approved Provider will ensure that the single educator on duty has access to an operating telephone (mobile or fixed) whenever children are being cared for.*

*The name and telephone number of nominated contacts (who are on call and available when the service is operating) will be clearly displayed near the service telephone.*

*Emergency procedures and evacuation plans are developed in consultation with the children and are on display at all times. Children will be made aware of procedures required in the event of an emergency situation involving the single educator. This may include contacting another adult or the emergency services. These procedures will be practiced regularly.*

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	24 August 2018	26.07.21	October 2021
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