

## 2.3 CKC Educator to Child Ratios Policy

Educator to child ratios will be in keeping with, or better than, those set out in the *Education and Care Services National Regulations 2011*. In setting ratios, consideration will be given to the activities undertaken, the ages and abilities of the children and any special needs that the children may have as well as the ongoing obligation to ensure effective supervision.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Duty of Care*
- *National Quality Standard 4.1 Staffing arrangements enhance children's learning and development*
- *Policies: 3.5 - Excursions, 3.6 - Transport for Excursions, **4.9 - Children's Toileting Policy**, 4.5 - Illness and Injury, 7.2 – Drills and Evacuations, 7.3 – Harassment and Lockdown, **Policy 10.1 – Quality Compliance***



### Procedures

In setting educator to child ratios, **the Approved Provider** will be guided by the *Education and Care Services National Regulations 2011* and the *Specific Provisions for Queensland (Part 7.5)*, which set out the following:

- *A maximum of 15 school age children to 1 educator.*
- *Educators must be working directly with children to be included in the ratios; and*
- *At least one educator, with the required first aid qualifications, will attend any place children are being cared for, and immediately available in an emergency, always that children are being cared for by the service.*

*Children who may require additional support, assistance or attention are considered. This may include extra educators in accordance with funding and support arrangements for that child.*

Volunteer workers may be counted towards the educator to child ratios for the service provided the qualification requirements are met. Volunteers under the age of 18 must be fully supervised. Risk assessments will be conducted, as necessary, when utilising volunteers.

*For excursions, educator to child ratios will be determined once a full risk assessment of the activity has been conducted. When setting these ratios, the following aspects of the excursion will be considered:*

- The proposed route and duration of the transportation
- The proposed pick up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under law of each authority in which the children are being transported
- Any water hazards and/or risks associated with water-based activities.
- The proposed number of educators and children involved in the excursion.
- The proposed ratio of educators to children
- The names of educators involved in the excursion
- Lists of items readily available- mobile phone, emergency contact numbers for children and educators, first aid kit, list of children involved in the excursion, medication, health plans and risks assessments for individual children, lists of children with allergies, asthma, intolerances, and court orders
- The process for entering and exiting the service and pick -up location or destination
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- Given the risks posed by the excursion, the number of educators or other responsible **employee** that is appropriate to provide effective supervision according to the ages and needs of the children, and whether any **employees** with specialised skills are required (e.g., life-saving skills); and
- The proposed activities and duration of the excursion.
- Educators will instruct the children to inform them when going to the toilet and will ensure that the Children's Toileting Policy (see Policy 4.9) is always followed; and
- Educators, ancillary employees, and volunteers are to comply with legal requirements to hold the appropriate child worker clearances under the Working with Children (Risk Management and Screening) Act 2000

The Approved Provider, or in the case of an approved Provider being a corporation, the executive officers, will comply with legal requirements to hold a current positive suitability notice under the Working With Children (Risk Management and Screening) Act 2000. The Coordinators acts as, or has designated an appropriate person to act as, Quality Officer for the service (see Policy 10.1 – Quality Compliance) and in this capacity:

- Is to keep a copy of the current clearances and suitability notices referred to above; and
- Ensures that the service and its staff are aware of all legislative requirements and changes relating to the protection of children, including under the Education and Care Services National Law Act 2010 and Regulations 2011, Working with Children (Risk Management and Screening) Act 2000 and other relevant legislation.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	November 2020	May 2021
		February 2022	July 2022
		May 2025	