

## Background

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Legislation sets out specific requirements for the staffing arrangements for approved early childhood education and care services. These requirements cover the number of staff, their qualifications and experience.

Particularly noteworthy are the requirements for the Responsible Person. A Responsible Person must be always on the premises the Service is educating and caring for children. The Responsible Person can be (a) the Approved Provider if this is an individual or, if the Approved Provider is an organisation or company, then someone with management and control of the Service, (b) the Nominated Supervisor of the Service or (c) an Educator who is covered under the Service supervisor certificate and who has given written consent to be placed in day-to-day charge of the Service.

## Policy statement

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This policy outlines the steps the Service takes to ensure it always complies with regulatory staffing requirements. It details how the Service ensures a Responsible Person is on the premises at all times, and how the identity of that person is made known to staff, parents and visitors.

## Strategies and practices

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- The Service recruits experienced educators with the required formal educational qualifications and who hold a current Blue Card. These educators are collaborative, respectful, and ethical.
- The Approved Provider of the Service has appointed one or more individuals as Nominated Supervisors to ensure; the Services operations meet the regulatory requirements at all times, consistency and continuity in practice, and, high quality care and education are provided to the children.
- The Nominated Supervisor has given written consent which, together with other evidence to demonstrate compliance with the Regulatory Authority regarding suitability to occupy the position, is kept on file. This evidence includes: -
  - They are 18 years or older
  - They have adequate knowledge and understanding of the provision of education and care to children
  - They have an ability to effectively supervise and manage an education and care service
  - They have completed a Compliance History Statement
- The name of each Nominated Supervisor is displayed in the Services main entrance.
- Whenever possible, the Approved Provider notifies the Regulatory Authority via the NQA ITS Portal prior to the Nominated Supervisor commencing at the Service or, if that is not possible, within 14 days after the Nominated Supervisor has commenced in the role. The Regulatory Authority is also notified of any change in their name, contact details or tenure in the position.
- The Nominated Supervisor is also the Responsible Person whenever on the premises.

- If the Nominated Supervisor works directly with children in any age group or play space for any length of time, it is documented on the Nominated Supervisor/Manager Working Directly with Children Register.
- The Nominated Supervisor develops rosters in accordance with the availability of Responsible Persons, Service operation and attendance patterns of the children.
- On any occasion that the Nominated Supervisor is not on the premises, a Responsible Person who is physically present is placed in charge of the Services day-to-day operations only, i.e., the Responsible Person does not assume all the responsibilities of the Nominated Supervisor. This acceptance of the additional responsibilities by the replacement is a standing arrangement agreed to in writing by the replacement, and details are maintained in the staff file.
- Whenever leaving the premises, the Nominated Supervisor informs the substitute Responsible Person, and signs the Responsible Person Record Form on departure. On return, the Nominated Supervisor informs the substitute, and again signs the Responsible Person Record Form.
- The details of the Responsible Person at any given time are clearly displayed in the main entrance of the Service.
- The Approved Provider ensures that: -
  - Nominated Supervisors and any person who assumes the role of Responsible Person have a clear understanding of the role
  - The Responsible Person is appropriately skilled and qualified
  - The Responsible Person is physically present at the Service. A substitute for the Responsible Person will be present where a waiver is in place
- The Service has an Educational Leader who oversees the development and implementation of the Services educational program.
- The Services policies and procedures are clear and define its practices.
- All educators, staff, students, and volunteers are subjected to regular compliance monitoring practices to ensure all Service policies and procedures are being followed. In the event of policies and procedures not being followed remedial action will be taken.
- Before commencing at the Service, all educators, staff, students, and volunteers are given an orientation wherein they are made purposefully aware of the Services policies and procedures and their links to the National Quality Framework, and of their responsibilities under them.
- All educators, staff, students, and volunteers sign the Services Confidentiality Agreement, Compliance History Statement and complete Child Protection Training before commencing at the Service.
- All educators and staff are subjected to a probation period of 6 months upon commencement of their employment. Before the expiration of each probation period an appraisal is completed with the educator or staff member to ensure their fitness and propriety.

- All educators and staff undertake annual appraisals as a regular assessment of their fitness and priority.
- The Service understands the requirements, including transitional and saving provisions, for staffing in the Education and Care Services National Regulations 2011 and always meets or exceeds these it provides education and care to children. These provisions include: -
  - Educator-to-child ratios
  - Educator formal qualifications
  - First aid, anaphylaxis, and emergency asthma management
  - Rest periods
  - Educators' rest pauses and short absences
  - The Early Childhood Teacher
  - The Early Childhood Teacher's rest pauses and short absences, including those during rest periods.
- The Service is aware of the need for heightened supervision above and beyond the educator-to-child ratios during certain activities, e.g., water play, babies sleeping, nappy change and toileting, mealtimes, unknown persons in the Service, and this is accepted by Service educators as standard practice. Refer to the Services Supervision Policy.
- Educators under 18 years and students and volunteers are never alone with children. Refer to the Services Students, Volunteers and Visitors Policy.
- The Service maintains a relief educators list and, wherever possible, engages educators on this list to replace absentees.
- The Service conducts monthly team meetings where educators become familiar with each other's strengths and weaknesses and learn how to work best as a team to achieve quality education and care outcomes for children. Refer to the Services Educator Professionalism and Ethics Policy.
- The Nominated Supervisor ensures all educators are familiar with current child protection laws, its application to their work at the Service, and their responsibilities under this legislation. Refer to the Services Child Protection and Risk Management Policy.
- The Nominated Supervisor maintains a record of all staff qualifications and expiry dates in an online HR system and bases all rosters on this record to ensure the Services staffing arrangements comply with regulation at all times, including up to date current teacher registrations.
- All educators record their arrival and departure times on an electronic device, and their lunch breaks. They use the Rest Pause Sheet displayed in the indoor play space to record their rest pauses.
- The Service expects its educators to be always diligent and attentive to the children and the children's wellbeing. As team members, they are also expected to be supportive of their colleagues and of students and volunteers.

## **Additional safe practices for babies**

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- To prioritise continuity and consistency when rostering educators working with babies.

## **Responsibilities of parents**

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- To be aware of who the Responsible Person is at that time they are in the Service.

## Procedures and forms

- Child Protection Training
- Confidentiality Agreement
- Compliance History Statement
- New Employee Details Form
- Statement of Commitment
- Nominated Supervisor Working Directly with Children Register
- Professional Development Evaluation Sheet
- Responsible Person Record Form
- Notice of Staff Attendance and Rest Pause

## Links to other policies

- Child Protection and Risk Management Policy
- Educator Professionalism and Ethics Policy
- Students, Volunteers and Visitors Policy
- Supervision Policy

## Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—centre-based services
	126	Centre-based services—general educator qualifications
	130	Requirement for early childhood teacher—centre-based services—fewer than 25 approved places
	131	Requirement for early childhood teacher—centre-based services—25 or more approved places but fewer than 25 children
	132	Requirement for early childhood teacher— centre-based services—25 to 59 children
	133	Requirement for early childhood teacher—centre-based services—60 to 80 children
	134	Requirement for early childhood teacher—centre-based services—more than 80 children
	135	Illness or absences of early childhood teacher or suitable qualified person
	136	First aid qualifications
	151	Record of educators working directly with children
	168	Educators and care services must have policies and procedures
	173	Prescribed information must be displayed
	177	Prescribed enrolment and other documents to be kept by approved provider
<b>General transitions and saving provisions</b>		
	241	Persons taken to hold an approved early childhood teaching qualification
	242	Persons taken to be early childhood teachers
	243	Persons taken to hold an approved diploma level education and care qualification
	244	Persons taken to hold an approved certificate III level education and care qualification
	299	General qualification requirements for educators—children over preschool age Applies to Reg 126
	300	Educator to child ratios—children aged 15 months to 24 months Applies to Reg 123
	304	Early childhood teacher—60 or more children

		Applies to Reg 133(1)(b) and 134(1)(b) until 1.1.20
QA	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.3	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
	4.1.2	Every effort is made for children to experience continuity of educators at the service
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
	4.2.2	Professional standards guide practice, interactions and relationships
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
	7.2.1	There is an effective self-assessment and quality improvement process in place
	7.2.2	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle

## Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2018

## Further reading and useful websites

- Responsible Person Requirements for Approved Providers – ACECQA (Updated): <https://www.acecqa.gov.au/resources/applications/responsible-person> accessed 24 June 2025
- Australian Children's Education and Care Quality Authority (ACECQA): <https://www.acecqa.gov.au> accessed 24 June 2025
- Blue Card Services – Queensland Government: <https://www.qld.gov.au/bluecard> accessed 24 June 2025
- Early Childhood Education and Care (Queensland): <https://earlychildhood.qld.gov.au> accessed 24 June 2025
- Department of Education – Regulatory Authority: 6 Reasonable Steps Guide: <https://earlychildhood.qld.gov.au/legislation-and-guidelines/6-reasonable-steps> accessed 24 June 2025

## Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	6 February 2019	Kaylene Harper	Reviewed policy.	February 2020
			Accessed sources and further readings.	
3	31 January 2020	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	January 2021
4	25 September 2020	Kaylene Harper	Reviewed policy. Accessed sources and further readings.	September 2021
5	10 September 2021	Kaylene Harper	Reviewed policy	September 2022
6	16 August 2022	Kaylene Harper	Reviewed policy reflecting Department of Education '6 Reasonable Steps' document	August 2023
7	23 August 2023	Grace McKinstry	Reviewed policy. Accessed sources and further readings	August 2024
8	9 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
9	24 June 2025	Gen Mahaki	Annual review; updated sources and links	June 2026