

**Staffing Arrangements Policy**

Policy includes requirements:

- for adequately supervising children and the issues which affect adequate supervision
- for always supervising educators under 18 years of age
- ensuring students and volunteers are never left alone with any child
- that a 'Responsible Person' is always present (ie approved provider, nominated supervisor or person in day to day charge) and they have suitable skills, experience and fitness
- that Responsible Persons implement a hand over procedure when they leave and another Responsible Person takes over
- for educators, Educational Leader and Early Childhood Teachers (ECTs) - including minimum ratios and qualifications
- for first aid qualifications and child protection clearances
- for fitness and propriety in persons dealing with Child Care Subsidy
- to design and implement rosters which promote continuity of care.

Do you have any feedback or comments about this policy? Please include below.

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Educator's Name	Educator's Signature