



## Out of Hours School Care Staff Arrangements Policy

### Policy Statement

In relation to staffing arrangements the Apollo Parkways Out of School Hours Care (OSHC) program will ensure that the service is always compliant in relation to staff/child ratios and qualified educators.

### Procedures and Practices

- The OSHC program will nominate qualified and experienced educator/s and coordinator/s as the service's educational leader/s. These educators are responsible to contribute to the development with the educational leader
- A roster will be developed to ensure enough educators are available for the adequate supervision of children. The roster will be based on ratio of 1 educator to 15 children and qualified ratio (Diploma level) of 1 educator for every 30 children. As per Regulation 123.
- All educators are required to have a current working with children check. This will be checked by the coordinator/s during the orientation process and reviewed each term.
- The OSHC program must always have an educator at the program that holds:
  - A current First Aid Certificate
  - Anaphylaxis and Asthma Management Training
- All Nominated Supervisors and Certified Supervisors placed in day-to-day charge must have undertaken Child Protection Training annually.

### Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulations 2011. Sourced April 2021.

### Date Reviewed:

7<sup>th</sup> August 2018  
April 2021

### Next Review Date:

April 2024