



OPERATING SINGLE EDUCATOR MODEL SERVICES

2021

**THE —
AFTER
SCHOOL
KLUB —**

OPERATING SINGLE EDUCATOR MODEL SERVICES POLICY 2021

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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97	Emergency and evacuation procedures.
98	Telephone and other communication equipment.
122	Educators must be working directly with children to be included in ratios.
123 (1) (d)	Educator to child ratios – centre-based services.
168	Education and Care Services must have policies and procedures.
168 (h)	Providing a child safe environment.
173	Prescribed information to be displayed

RELATED POLICIES AND PROCEDURES	
Child Safe Environment Policy	
CCS Governance and Management of the Service	
Child Protection Policy	
Determining the Responsible Person Policy	
Emergency and Evacuation Policy	

Purpose

TASK may operate a service with a single educator during certain periods of care where attendances are below the minimum educator to child ratio requirements set out in the Education and Care Services National Regulations (**Reg 123.1.d**). We understand that this model of service carries risks and requires considerations over and above those faced when multiple educators are present and working directly with the children (**National Regulation 122**). TASK has a duty of care to mitigate those risks to maintain the safety and wellbeing of each child and educator present at the service at all times.

Procedures

Alternate Contact Person

All service locations will have a dedicated, alternate contact person assigned and on-call during all periods of single educator model service. This person will be within a reasonable distance of the venue and able to respond immediately to an emergency. Their contact number will be clearly displayed at the service and pre-programmed into the service phone(s).

In a medical, fire or security emergency, the educator must immediately contact the alternate contact person to assist.

Service Phone

All services have a dedicated mobile phone (**National Regulation 98**) this phone is charged and operable during periods of service.

Services which operate on a single educator model will have emergency contact numbers, including the Alternate Contact Person, pre-programmed, and clearly identified so that children can call for assistance should the educator be incapable of doing so. These numbers and how to find them will be explained to children, and they will be regularly reminded of where and how to access these, during the termly lockdown and evacuation drills and during briefings if there is a single educator on service.

Assignment of Staff

Only TASK team members who are delegated, qualified, and certified as “Responsible Persons” may be rostered to work in a single educator model service. This guarantees that all single educators hold current NSW Working with Children Checks as well as current qualifications and training in First Aid, anaphylaxis management and asthma management. (**National Regulation 136 (1)**) As part of the Induction process and Responsible Person training staff are made aware of the existence and application of current child protection law as well as any obligations, they may have pertaining to this. (**National Regulation 84**).

TASK’s comprehensive knowledge of our educators and children will also inform when it is appropriate to operate a single educator model service, and who is rostered to work alone.

Emergency and Evacuation Procedures

Emergency and Evacuation procedures are developed in consultation with schools, staff, management, and children. These procedures are on display at all times and are practiced regularly. At a single educator service, children are made aware at the beginning of service, of any additional procedures which may be required in the event of an emergency.

Maintaining Educator to Child Ratios

Parents are encouraged to book casual attendances for children as far in advance as possible to ensure compliant rostering. TASK will ordinarily only roster a single educator to a service when scheduled attendances are ten (10) children or fewer. In the unlikely event that, additional children arrive without a booking, putting us outside the 1:15 ratio, the rostered educator will immediately call the alternate contact person and the rostering team for assistance.

Risk Assessments

Risk assessments carried out at each service specifically address potential risks with operating a single educator model service. They identify strategies to mitigate the risks involved in situations including, but not limited to:

- Supervising children doing different activities, including how premises are designed to facilitate supervision (**National Regulation 115**)
- Educators experiencing illness, injury or being otherwise incapacitated.
- Toileting procedures for educators.
- Managing children's escalating behaviour.
- Injury or illness to a child requiring significant individual attention of the educator.
- Managing attendance of children with no booking.

Responsibilities for the Approved Provider

- Ensure that the service operates in line with the Education and Care Services National Law and National Regulations with regard to minimum educator to child ratios (**National Regulation 123**)
- Ensure that there is always an alternate contact person, and within a reasonable distance of the service, whenever it is operating a single educator model service.
- Ensure that all responsible persons at the service have an up to date Working with Children Check, child protection training (**National Law 162**), as well as asthma, anaphylaxis and first aid training. (**National Regulation 136**)
- Ensure that all relevant staff are aware of and familiar with this policy and procedure and that a copy of it is available to all visitors, families, students and staff of the service at all times. (**National Regulation 170-171**)
- Ensure the identification, assessment and mitigation of all risks associated with operating a single educator model service.
- Ensure educators have ready access to an operating telephone at all times and that emergency telephone numbers and an alternate contacts person are stored in the phone and displayed at the service.

Responsibilities for the Nominated Supervisor

- Implement duties as listed above and directed by the Approved Provider.
- Ensure staff are aware of all processes and strategies developed to mitigate risks involved in a single educator model service.
- Ensure screening and suitability processes for the selection of Responsible Persons are maintained to meet policy and legislative requirements.
- Identify and provide appropriate resources and training to assist staff and students to implement this policy.
- Keep up to date and comply with any relevant changes in legislation and practices in relation to this policy.

Responsibilities for the Educators

- Ensure they are aware of who the alternate contact person is, and where to find their contact number, whenever they are caring for children in a single educator service.
- Have a thorough understanding of the service's emergency and evacuation procedures and plans and any additional processes required when operating a single educator model service.
- Actively contribute to providing information that will inform the Risk Assessment in regard to single educator model specific risks.
- Ensure they have strategies and processes in place to guarantee adequate supervision of all children at all times.
- Maintain current child protection, first aid, anaphylaxis and asthma training as well as Working With Children clearance.
- Raise any concerns about the single educator service model with Nominated Supervisor and work collaboratively towards effective and mutually acceptable solutions.

Responsibilities for the Families

- Ensure children's attendance at TASK is booked in as far in advance as possible.