

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

4 Discussion Point

What does your service see as appropriate tasks to be undertaken during non-contact time?

- Programming?
- Meeting with parents?
- Meeting with inclusion support professionals?
- Networking with relevant organisations, such as other education and care services and local schools?

For further information, see *The Guide to the National Quality Standard*.

4 True or False?

There is an age requirement to be employed as an educator in an education and care service?

True. Educators must be over 18 years of age unless adequately supervised at all times by an educator who has attained the age of 18 years. However, in Queensland, a *specified person* may be a staff member or volunteer who is at least 17 years of age, and who holds or is actively working towards a specified qualification (Regulation 120 of the National Regulations).

4 True or False?

There are specific educator-to-child ratios applicable to excursions.

False. There are no specific educator-to-child ratios for excursions. However, when on an excursion, the minimum ratios that apply at a service must still be met. The National Regulations require approved providers, nominated supervisors and family day care educators ensure a risk assessment is carried out before an excursion takes place, that consideration is given for the number of adults and children involved in the excursion, and that children are adequately supervised at all times, therefore the required ratios may be higher than the minimum (Regulation 100 of the National Regulations).

4 Discussion Point

Discuss the benefits of a mentoring program between beginning and more experienced staff members in an education and care service.

Does your service have a mentoring or 'buddy system' in place? Why or why not?

4 Discussion Point

Are you aware of the current educator-to-child ratios for your service type?

Discuss how these ratios contribute to quality education and care.

4 Discussion Point

How does your service support new staff members during their orientation, induction and beyond?

How could your current staff induction policies and procedures be improved to ensure new staff transition into the service effectively?

4 Discussion Point

How regularly do you review the Early Childhood Australia (ECA) Code of Ethics and ensure that your practices, policies and philosophy align with the Code?

For further information, see *Code of Ethics* at www.earlychildhoodaustralia.org.au

4 Discussion Point

How does the team at your service demonstrate that they are open to change and new possibilities?

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

4 Discussion Point

Does your service have regular team meetings?

What strategies are in place to promote collaborative work that affirms, challenges, supports and provides opportunities for educators to learn from each other?

What collaborative projects are educators currently working on?

4 Scenario

How would you demonstrate care, empathy and respect for families, your colleagues and children in each of the scenarios below?

- You happen upon a co-worker, crying in the staffroom
- A parent presents to the service visibly upset. He informs you that he has just been made redundant from his job
- You notice that a child has retreated behind the bookstand. You find them huddled in the corner, crying

4 Trivia Question

Question: When can a child be considered 'over preschool age'? (School age)

Answer: From the beginning of the calendar year in which they will attend school, as long as they are enrolled or registered at a school (Regulation 4 of the National Regulations).

4 True or False?

Written permission must be obtained from families each time a child leaves the education and care service premises, i.e. for the purpose of an excursion.

False. If an excursion is considered a regular outing, the family's written authorisation is only required to be obtained once in a 12 month period (Regulation 102 of the National Regulations).

4 Multiple Choice

An approved provider of an education and care service must ensure that, whenever children are being educated and cared for by the service, the relevant number of educators educating and caring for the children is appropriate. What is the financial penalty for failing to do so?

- a) \$1000 in the case of an individual; \$5000 in any other case
- b) \$4000 in the case of an individual; \$20,000 in any other case
- c) **\$10,000 in the case of an individual; \$50,000 in any other case**
- d) \$25,000 in the case of an individual; \$100,000 in any other case

(Section 169 (1) of the National Law)

4 Discussion Point

How do you ensure that children experience continuity of educators at your service?

4 Scenario

You have recently started working in the two – three year old room and like to bring in loose parts and natural materials for the children to use throughout both the indoor and outdoor play environments. You have noticed that another educator in the room has been collecting these materials at the end of each day, and storing them away. When you asked her why, she explained that she thought 'they were making the room look untidy', and was concerned that the families would think the room was 'too messy'.

How would you resolve this situation collaboratively with your co-worker?

4 Discussion Point

In your opinion, what factors contribute to high staff turnover in the education and care sector?

Does this impact on your service? If so, how might you overcome it?

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

Quality Area 4



Staffing arrangements

4 True or False?

Regulation 100 of the National Regulations requires that a risk assessment must be conducted before an excursion.

True. The approved provider, nominated supervisor or family day care educator must ensure a risk assessment is carried out for an excursion (in accordance with regulations 101 and 102). A risk assessment is not required under this regulation for an excursion if:

- The excursion is a regular outing; and
- A risk assessment has previously been conducted for the excursion

4 Discussion Point

Are all educators at your service aware of Early Childhood Australia's 'Code of Ethics' core principles?

How do these principles inform respectful staff interactions and relationships?

For further information, see *Code of Ethics* at www.earlychildhoodaustralia.org.au

4 Activity



Are individual educators' strengths and skills recognised and valued in the workplace?

Each write down a skill or talent that you would feel comfortable contributing to the program. How can these be incorporated?

4 Scenario

You are the service leader in a centre-based service in a rural community. The year is coming to an end, and educators are placing their requests for their preferred room allocation for the upcoming year. Unfortunately, many educators have requested the three – five year old room positions.

As the person responsible for allocating these roles, how will you handle this situation respectfully while fostering positive relationships between educators?

4 True or False?

If an early childhood teacher is absent from the service for a short period because of illness or leave they must be replaced by another person holding an early childhood teacher qualification.

False. If an early childhood teacher is absent from the service because of short-term illness or leave (for a period of up to, but not exceeding 12 weeks), the teacher may be replaced by an educator who holds an approved diploma qualification, or a qualification in primary teaching (Regulation 135 of the National Regulations).

4 Discussion Point

What does mutual respect look like in the workplace?

What is the importance of team members demonstrating mutual respect to one another?

4 Discussion Point

If in your service children simultaneously engage in experiences both indoors and outdoors, how do educators ensure that children in both environments are effectively supervised?

4 Discussion Point

Consider the way in which feedback is communicated between colleagues in your service.

Is this form of communication respectful and effective?

Could you change the way in which you personally communicate or the way your team as a whole communicates to more effectively provide feedback to one another?