



Staff:Child Ratio Policy

POLICY STATEMENT

At Coowarra OOSH, we believe that the staff: child ratio is an important factor in determining the quality of care that we provide. We aim to maintain positive Educator, child and parent interactions and quality and safe care through ensuring that we meet the minimum standards outlined in the National Quality Standards.

PROCEDURE

Staff: Child ratios.

The staff: child ratios as outlined in Regulation 123 will be met at all times. so there will be a maximum of 15 children to 1 staff member.

Educators must be working directly with the children to be included in the ratios

Ratios are calculated across the Service as per Risk Assessment (and not for each room/area).

Ratios will be monitored and adjusted depending on the needs of the children. Additional Educators may be required for children with additional support needs.

The skills and experience of Educators will be taken into consideration.

Educators will assess the area they are supervising to determine if more supervision is required. For example, areas of rough and tumble or risky play may need an extra Educator/s, while low risk or quiet activities such as board games or watching a movie will require less Educators in that specific area.

The co-ordinator will ensure suitable Educators are available to cover any shifts that become available due to Staff illness, annual leave or resignation.

In the event of an emergency or if an Educator becomes ill whilst at work, the Coordinator or Manager will try and have a Casual come in as soon as it is possible for the Educator to arrive safely.

If there is Management Committee member's that are listed on Provider Approval onsite they can be counted in the ratios.

If there is a Casual Educator completing their Induction Shift onsite, they can be counted in the Ratios.



Coowarra Out Of School Hours Care Service Inc

Minimum Educators

There will be a minimum of 2 Educators present at all times.

When an educator is sick or unable to attend work, appropriate relief workers will be employed to meet the standards.

For an emergency or if an Educator becomes sick, a replacement should be obtained where possible before the Educator leaves the centre.

If a relief worker is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers.

Volunteers will only be counted on excursions to make up the higher number of carers required, or when temporarily employed.

Students will not be counted as part of the staff: child ratio, at any time.

Extra carers will be encouraged to participate to assist in providing a higher standard of care.

Procedures – Vacation Care - Excursions & Incursions

Ratios will be determined after the Vacation Care Coordinator has completed/reviewed the Risk Assessment for each Venue or activity.

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
National Law 162 Offence to operate education and care service unless responsible person is present 162A Persons in day to day charge and nominated supervisors to have child protection training 165 Offence to inadequately supervise children 167 Offence relating to protection of children from harm and hazards 168 Offence relating to required programs 169 Offence relating to staffing arrangements 170 Offence relating to unauthorised persons on education and care service premises 171 Offence relating to direction to exclude inappropriate persons from	2.1 Health 2.2 Safety 6.2 Collaborative partnerships 7.1 Governance 7.2 Leadership	- Parent Handbook - Staff Handbook Policies: Child Protection Child Safe Environment Emergency Enrolment First Aid – Management of Incident, Injury, Illness and Trauma Hygiene and Cleaning Infectious Diseases Medical Conditions Administration of medication Programming Reporting to the Regulatory Authority Responsible Person Security Staff Code of Conduct Supervision



Coowarra Out Of School Hours Care Service Inc

education and care service premises 174 Offence to fail to notify certain information to Regulatory Authority 301 National regulations National Regulations 73 Educational program 73 Documenting of child assessments or evaluations for delivery of education program 77 Health, hygiene and safe food practices 84 Awareness of child protection law 97 Emergency and Evacuation procedures 98 Telephone or other communication equipment 100 Risk assessment must be conducted before excursion 101 Conduct of risk assessment for excursion 102 Authorisation for excursions 117A Placing a person in day to day charge 117B Minimum requirements for a person in day to day charge 122 Educators must be working directly with children to be included in ratios 123 Educator to child ratios – centre based services 155 Interactions with children 156 Relationships in groups 168 Education and care service must have policies and procedures 170 Policies and procedures to be followed 175 Prescribed information to be notified to Regulatory Authority 176 Time to notify certain information to Regulatory Authority		Volunteers and Student Placement Work Health and Safety
---	--	---

UPDATED AND ENDORSED: September 2025

DATE FOR REVIEW AND EVALUATION: November 2028