



# EDUCATOR PLACEMENT POLICY



## POLICY RATIONALE

TeamKids considers its employment of educators and staff as of utmost importance to ensuring that TeamKids services deliver service excellence while adhering to the Education and Care Services National Law Act (2010) and Education and Care Services National Regulations (2011).

## PROCEDURES

All educators will possess a satisfactory criminal history check, such as a Working With Children Check (WWCC), Blue Card/ Blue Card Exemption, Working With Vulnerable Person Check and Teaching Registration or individual state-required document. All educator's current checks and registrations will be read by the approved provider of an education and care service, or a nominated supervisor/responsible person of the service will read this document before the person is engaged as an educator or is permitted to work as a volunteer. (R358)

All educators will hold the appropriate qualification to work with children at TeamKids services.

## THE QUALIFICATION REQUIREMENTS FOR EDUCATORS WORKING WITH SCHOOL-AGED CHILDREN ARE:

### Victoria And Northern Territory

- 50% of educators required to meet educator: child ratios must hold, or be enrolled in and studying for, at least a qualification published by the National Authority in the list of approved diploma level qualifications or educators working with children over preschool age. (R356)

### Queensland

- One educator must be on duty either with a completed 2 Year approved qualification or actively working towards that qualification.

### Australian Capital Territory

- One 'qualified' educator for every 33 children.

### South Australia

- The first two educators on duty must meet the published qualifications list.
- All other educators are required to meet educator: child ratios as per individual jurisdictional requirements. This includes those with requirements in relation to actively working towards at least a qualification published by the National Authority OR "commence obtaining a qualification referred to above within six months of commencing to educate and care for children" (R356)

Educators employed with TeamKids will hold a number of roles to maintain the success and quality of the services offered by TeamKids. Many of these roles are mandated legal requirements as specified in the Education and Care Law and Regulations – Nominated Supervisors, Educational Leader and Responsible Person, in charge of a TeamKids service. TeamKids educators will be placed in these specific roles pending qualification, experience and training.

## EDUCATORS ROLE

### Educational Leader

- The service will designate a suitably qualified and experienced Director Coordinator, Educator or another individual as Educational Leader.
- The Educational Leader of the service will lead the development and implementation of an educational program that is varied and meets the learning and developmental needs of the children. (R118)
- The name of the educational leader will be on display at the main entrance of the service (R173), and the Educational Leader will accept the role in writing with this documentation being maintained in the Educational Leader's staff record.

### Nominated Supervisor

- The service will designate at least one Nominated Supervisor (R146)
- Personal details, qualifications, written acceptance of the role and training for the Nominated Supervisor(s) will be kept in the Nominated Supervisor's Staff Record.
- This is accessed through our HRS: Employment Hero

### Person In Day-To-Day Charge

- TeamKids will ensure a designated person is in day-to-day charge for each service to act as the responsible person for that service. (R46, 47, 50, 54)
- The approved provider will assess if the proposed person in day-to-day charge has adequate knowledge and understanding of the provision of education and care to children and effectively supervise and manage an education and care service.
- Personal details, qualifications, training for the person in day-to-day charge will be kept in the educator's Staff Record along with their written acceptance of the role. This is accessed through our HRS: Employment Hero

### Responsible Person

- The service will designate responsible persons for each site (R150)
- There will be a designated responsible person always present when the service is caring for and educating children. A record will be maintained of the times that a responsible person is on duty. (R150)
- The responsible person will be either:
  - › A person with management and control of the service
  - › The nominated supervisor of the service
  - › A person in day-to-day charge who has been placed in day-to-day charge of the service in accordance with R54.

## CHILDREN

- Children will be aware of the educators working on-site as each educator will introduce themselves to the children if they are there for the first time.
- All educators will have their TeamKids uniform and name badge so that children are aware of who they are.

## THE PROGRAM

- The program offering will be developed further with the proper guidance and support from the number of different educators placed at each site.
- Each role will add value to the program that is offered to the children.

## THE ENVIRONMENT

- The service will have information on display the name and positions of the responsible person.

## SCHOOL AND FAMILY/COMMUNITY

- The school will be kept up to date with the placement of educators. This information is managed by the Director of Service/Coordinator and Operations Manager.

**Version control Date: 2 May 2021**

**Reviewed: August 2023**

**To be reviewed: August 2024**

**Information Sharing Policy No. PO-  
Information Sharing Procedures No.**

**PR -**