

## Sole Educator Policy

<b>Published</b>	<b>February 2021</b>
<b>Review Date</b>	<b>August 2022</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2020</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Identifying Grooming Behaviours, In Safe Hands 2021</p>

### **Aim:**

To ensure that children are protected from harm and hazard at each service where a Sole Educator is providing Education and Care.

### **Explanation:**

Education and Care will be provided by a Sole Educator in an Outside School Hours Care Service where there are 10 or less enrolments in attendance at one time. This policy outlines the strategies implemented by Country Children's Early Learning to ensure adherence to the Education and Care National Law and Education and Care Services National Regulations in relation to the protection of children and Educators.

### **Responsibilities:**

#### **In relation to Approved Provider and Service Coordinator:**

- Be aware of their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to providing a child-safe environment
- Country Kids Club will ensure that Sole Educators are fit and proper persons at all times
- Sole Educators must have a Medical Clearance signed by a Doctor to ensure they can fulfill the required duties
- Sole Educators will hold and maintain the required First Aid (HLTAID004) and Child Protection (CHCPRT001) Certificates
- Training in being a Responsible Person and Sole Educator will be provided to Sole Educators upon employment and ongoing support and training provided as required
- Ensure a Coordinator or appointed management staff member is available on call for each Sole Educator whilst children are in care
- Risk Assessments for each Service are conducted annually, with reviews conducted annually or as required
- Decisions about the number of children to a sole educator will be not only determined by the ratios as outlined by the National Regulations, but also by the make up of the group of children enrolled at the service, the environment and the Educators knowledge and experience

**In relation to Sole Educators:**

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to providing a child-safe environment
- Educators must be aware of the Sole Educator Risk Assessment, and rehearse relevant emergencies with the children routinely in line with other emergency rehearsals
- Educators must ensure that prior to each session all the equipment and resources that are needed for the session have already been set up and are located within the OSHC room
- Educators must have access to the Service Phone, iPad and First Aid Kit at all times
- Educators must supervise children at all times, having regard to their ages and physical and intellectual development and to the activities in which they are engaged
- Abide by Country Kids Club Policies, Procedures and Guidelines in relation to maintaining a Child-Safe Environment
- Where a Junior Educator is assisting, they are not to be left on their own, and they are utilised to complete tasks that would ordinarily take the educator out of the room.

**In relation to the Sole Educator Risk Assessment:**

- The number of Educators at each Service for each session is determined by an assessment of each Service including; location, potential hazards, Educator skills and knowledge, each child's care needs, medical conditions.
- Complete Daily Risk Assessment to ensure a safe indoor and outdoor environment in the case of an unforeseeable situation where children may be left alone.
- The Educator is to ensure they have the CKC mobile phone charged and with them at all times.
- The Educator is to ensure that the First Aid Kit is always accessible, so they do not leave children on their own.
- Children to be educated during emergency drills on how to:
  - Call 000
  - Assisting an injured educator
  - Assisting an educator with another injured child
- Maintain contact numbers for the Approved Provider and Nominated Supervisor on the service phone in case of an emergency.
- Maintain emergency contact numbers for families on the service phone in case of an emergency.
- Contact emergency services for assistance, stating that children are in the care of a sole adult.
- When the RPD is a sole educator, ensure all other children are safe and in the licensed premises or in safe proximity of where they are assisting the ill/injured/medical emergency.
- Coordinators and other CCEL Educators to regularly attend Services with Sole Educators to enable the children to build relationships and gain trust with other staff
- Ensure regular Coordinator Visits are scheduled at different times to enable all children to develop a relationship with the Coordinator and vary the pattern

- Place additional staff with Sole Educators in an ad-hoc manner for support, and to vary the pattern of staff attendance
- Where possible Junior Educators, Students or Volunteers will be appointed to work alongside a Sole Educator in accordance with our Students and Volunteer Policy
- Body Cameras can be worn by Sole Educators to provide a record of any incidents or unforeseeable incidents that occur during the services operation

**In relation to Role of Junior Educators:**

The appointment of Junior Educators aged 16 to 18 years is to provide additional support to the Sole Educator and contribute to the children’s program. Junior Educators will be inducted by Management or a Coordinator specifically into the role as a support person

- Firstly to work alongside the Sole Educator
- Participate in emergency rehearsals alongside the Sole Educator with the children
- Assist in the implementation of the Curriculum Plan alongside the Sole Educator
- Contribute to the Curriculum Plan
- Interact with the children alongside the Sole Educator
- Support the Sole Educator by taking on routine tasks such as food preparation, and cleaning
- No Junior Educator will be left alone with any child or group of children unless in the case of an emergency, and only then under specific instruction to ensure the safety of all children and Educators on site

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

**Policy Review**

Date Revised	Comments
23.11.21	Additional comments re visits and support of Sole Educators