

## Policy Statement

This policy acts 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, and in Homes/Venues where a Family Day Care Educator is registered to operate.

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.

## Goals

- To ensure clear procedures are in place to support the Educator and children at a Sole Educator Service if the Educator becomes unwell, is injured or requires medical attention

## Strategies

### 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
- Daily Risk Assessments are completed 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 Service 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

**Policy Created**  
February 2021

**Policy Last Updated**  
June 2024

**Policy Review Date**  
May 2026

- Maintain contact numbers for the Approved Provider and Nominated Supervisor on the service phone in case of an emergency and on posters prominently positioned in the home/venue in case of an emergency for other personnel to see.
- Maintain emergency contact numbers for families on the service phone in case of an emergency
- For CKC Services, ensure the Responsible Person Lanyard is on them at all times, and this also contains important and emergency contact numbers
- 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 Volunteers and Students Policy

## **Roles and Responsibilities**

### **Approved Provider and Coordinators**

- Country Children's Early Learning 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 approved First Aid (HLTAID012) and Child Protection (CHCPRT025) 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 makeup of the group of children enrolled at the service, the environment and the Educators knowledge and experience

## **Educators**

- Raise concerns with the Approved Provider if any circumstances arise that may pose a risk to a child's health, safety and wellbeing are identified, including cultural, environmental and operational risks
- Educators must be aware of the Sole Educator Risk Assessment, and rehearse relevant emergencies with the children routinely in line with other emergency rehearsals
- Conduct regular Sole Educator drills with the children, including teaching them how to find the emergency information on the RP Lanyard so the children know how to seek assistance in an emergency
- 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 will ensure that all emergency numbers are pre-programmed and clearly identified into the service phone
- 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 Children's Early Learning 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 to be utilised to complete tasks that would ordinarily take the Educator out of the room

### **LINKS TO:**

- **Education & Care Services National Law**  
Section 162, 167, 169
- **Education & Care Services National Regulations**  
84, 97, 120, 122, 150, 155, 156, 168
- **National Quality Standards/Elements:**  
1.1.2, 2.2.1, 2.2.2, 2.2.3, 4.1, 4.2, 5.1, 5.2, 7.1.1, 7.1.3
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9,10

## Junior Educators

- The appointment of Junior Educators aged 15 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
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

## SOURCES

### LINKS TO OTHER POLICIES:

- Acceptance & Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Child Protection
- Child-Safe Environment
- Interactions with Children
- Philosophy
- Responsible Person Present
- Staff Code of Conduct
- Staffing
- Supervision
- Volunteers & Students

- Education and Care Services National Regulations - December 2021
- Education and Care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Identifying Grooming Behaviours, In Safe Hands, 2021
- Considerations for Operating Single Educator Model Services in Out of School Hours Care, NSW Department of Education