

YMCA GEELONG – Staffing in Children’s Programs Policy

Procedure Number	Date Approved	Date Last Amended	Status
YG 217-O	19.11.2025	19.11.2025	APPROVED

The *Staffing in Children’s Programs Policy* provides guidelines to ensure adherence to the staffing requirements under the Education and Care Services National Regulations, while supporting our commitment to maintaining professional standards whilst providing educationally engaging programs for children. *Determining the Nominated Supervisor and Responsible Person in Day-to-Day Charge Procedure* accompanies this policy, providing procedure steps in relation to the Nominated Supervisor and Responsible Person in Day-to-Day Charge.

2. SCOPE

This Policy applies to The Young Men’s Christian Association of Geelong Inc and related entities. For the purposes of this document we refer to these entities as the YMCA. All Policies and Procedures must conform to this Policy.

3. AUDIENCE

- Staff/Volunteers
 Managers
 Senior Managers/Executive
 Board Members
 Customers/Patrons
 Contractors

4. POLICY –

The Education and Care Services National Regulations 2011 (National Regulations) require approved providers to ensure their services have policies and procedures in place in relation to staffing (regulation 168). Table 1 below provides an overview of the policies and procedures which address staffing requirements under regulation 168 and must be read together to meet these legislative requirements.

Table 1.

Staffing Requirements (regulation 168)	Name of YMCA Policy/Procedure
A code of conduct for staff members	Code of Conduct Policy
Determining the responsible person present at the service	Determining the Nominated Supervisor and Responsible Person in Day-to-Day Charge Procedure
The participation of volunteers and students on practicum placements	Staffing in Children’s Programs Policy

4.1 POLICY SECTOR SPECIFIC REQUIREMENTS

4.1.1 Staff Qualifications and Staff Records

A staff record must be in place for all roles undertaken within a Children's Programs service, which includes evidence of documentation relied upon to meet regulatory requirements (regulations 145-152) and YMCA policies.

Staff Record

All staff working within education and care services must have:

- Their full name, address and date of birth included in their staff record
- Any relevant ACECQA approved qualification or if applicable, evidence of actively working towards an ACECQA approved qualification
- Evidence of ACECQA approved training, including;
 - First Aid
 - CPR
 - Anaphylaxis
 - Asthma
- Copy of an employee Working with Children Check (WWCC), including identifying number of the current check and expiry date
- If applicable, copy of teacher registration, including a record of the identifying number and expiry date of the registration

WWCC and teacher registration status checks are completely on a regular basis for all staff within our education and care services

Volunteers and Placement Students

All volunteers and students on placements must have:

- Their full name, address and date of birth included in their staff record
- Copy of Working with Children Check (WWCC), including identifying number of the current check and expiry date
- If applicable, copy of teacher registration, including a record of the identifying number and expiry date of the registration
- Completed the **CP Volunteer and Student Participation Record** in order to maintain a record for each day on which the student or volunteer participates in the service, the date and the hours of participation

WWCC and teacher registration status checks are completely on a regular basis for all volunteers and placement students participating within our education and care services

The following roles require additional staff record information as outlined below:

Nominated Supervisor and Responsible Person in Day-to-Day Charge

In line with the **Determining the Nominated Supervisor and Responsible Person in Day-to-Day Charge Procedure** the approved provider may nominate the staff member as a responsible person placed in day-to-day charge and present the staff member with a **CP Responsible Person Acknowledgement and Acceptance Form** to sign and store on the staff record. Nominated Supervisors accepting this position must also complete a **N01 Nominated Supervisor Consent Form** to be submitted to the regulatory authority via NQAITS as well as a **CP Nominated Supervisor Appointment and Acceptance Form**, stored in the employee's staff record.

Educational Leader

The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service. If the designated educational leader agrees to this appointment, they must complete the **CP Appointment and Acceptance of Educational Leader Form** to confirm their acceptance, along with a delegate of the Approved Provider.

The completed **CP Appointment and Acceptance of Educational Leader Form** must be stored in the employee's staff record.

4.1.2 National Early Childhood Worker Register

All current staff within our early education and care services worker are accurately recorded within this system post 27/02/2026.

4.1.3 Professional standards

Our professional standards for educating and caring for children encompass the commitments of Early Childhood Australia's (ECA) Code of Ethics, which all staff should be familiar with and adhere to (refer to section 9 Supporting Documents).

4.1.4 Educator to Child Ratios

Services will ensure educator to child ratios are followed while at the licensed premises as outlined below:

Age of Children	Educator to Child Ratio	State it Applies
Birth to 24 months	1:4	Victoria and NSW
Over 24 months and less than 36 months	1:4	Victoria
	1:5	NSW
Over 36 months up to and including preschool age	1:11	Victoria
	1:10	NSW
OSHC	1:15	Victoria and NSW

(Source: <https://www.acecqa.gov.au/nqf/educator-to-child-ratios>)

4.1.5 Rostering

Staff rosters must be developed, published and made available in accordance with the PS780-O (PO) Roster, Time and Attendance Policy

4.1.6 Students on Placement

Work Placements (Study/Vocational Placement) - Study/vocational placements are generally arranged through a partner institution (for example, a University), or a student may initiate an arrangement in line with requirements for their course/training.

Study/Vocational placements are generally short term and as such students must have the same compliances and onboarding as a volunteer.

Appointments must be made in line with the:

- Child Safety Procedure (formerly SCYP)
- Recruitment and Selection Policy and Procedure
- Working with Children Check Procedure
- Criminal History Check Procedure

- Volunteering Policy

Study/Vocational placements must comply with the Fair Work Act 2009, and where relevant, University guidelines and other industry-based regulations (in particular reference to Volunteers and Students).

All relevant paperwork must be signed off by a manager and kept on file in accordance with us **HSE938-O (PO) Privacy Policy**.

As stated in Early Childhood Australia's Code of Ethics, Early Childhood Education professionals have a responsibility to the profession to model quality practice and provide constructive feedback and assessment for students as aspiring professionals in the sector. At the Y, we strive to provide high-quality programs for children and families that are the perfect training ground for new educators in the sector.

Arranging Placements of Student Educators/Teachers

We receive a large number of requests for placement of students in our services from a range of schools, TAFEs, Registered Training Organisations (RTOs) and Universities for students undertaking a range of studies, including:

- Work experience
- Certificate III
- Diploma
- Bachelor
- Graduate Diploma

Manager/Nominated Supervisor

The Manager/Nominated Supervisor must ensure that a suitable and appropriately qualified person is available to undertake the role of Mentor Educator/Teacher before accepting the placement within the service.

- For Work Experience, Certificate III and Diploma students, the Mentor should hold at least a Diploma level qualification
- All students who need to complete a professional experience in a 3-5 years of age range require the preservice teacher to be supervised and assessed by registered teachers. For professional experience purposes, 'supervised' requires the registered teacher to be working alongside the preservice teacher in the same room for the duration of the placement for the purposes of coaching, providing feedback and assessing practice during experience-based learning. Placements in the 6 weeks-two years of age range are exempt from this requirement. However, a registered teacher does need to be on site fulltime, and is the person who is required to sign the required documentation.

Accepting any placement is to be done in consultation with the staff member identified as a potential Mentor, to ensure they have capacity to complete all of the responsibilities of a Mentor Educator/Teacher, while completing their substantive role to the highest standard.

Once approval has been granted, the Centre Manager/Nominated Supervisor must ensure that the Placement Student has:

- Completed Feel Safe Be Safe Training
- Obtained a CrimCheck that is current within 4 weeks (Apply for Adhoc Crim Check on Y Net)
- Provided a copy of their Working with Children's Check

Responsibilities of the Mentor Educator/Teacher

We have a professional obligation to ensure that we provide each student with the circumstances to successfully complete their placement.

When accepting the role of a Mentor Educator/Teacher, you agree to undertake the following responsibilities to the best of your ability:

- Accepting the responsibility of supervising the student for the placement duration in writing, including signing the practical placement agreement
 - The practical placement agreement is essential and is designed to: activate the Department of Education insurance and be a safeguard if a problem occurs during the placement; formalise the arrangements and conditions between the placement host and the training organisation, defining the placement so that all parties involved understand their responsibilities and rights; and be kept permanently in case any legal or insurance proceedings arise
- Providing opportunities for the student to meet the learning objectives of their placement experience
- Providing an appropriate orientation and induction for the student such as:
 - The Y's policies and procedures
 - Occupational health and safety practices (e.g. accident and emergency procedures)
 - Information on shift and break times
 - Names and roles of key personnel
- Facilitating visits by the training provider or University to monitor and assess the student's progress
- Providing the student with constructive feedback
- Verifying the student's attainment of skills
- Assisting the student in communicating with parents for completion of parent permission forms if required
- Communicating with the training provider or University in the event the student fails to attend or is not meeting expectations of the placement
- Complete any required reports for the training organisation or University

The Centre Manager/OSHC Regional Manager will check in with the student during the placement to ensure they are being supported.

The proposed Mentor must complete a **Mentor Application Form** (refer to section 9 Supporting Documents) to be approved by their OSHC Manager, before confirming the Practicum Placement.

Placement Payments

If you agree to mentor a student, and your Mentor Application is approved, you may be entitled to a mentor payment through the university.

In order to be eligible for the payment, you must be able to meet the above requirements of the mentor (and any additional requirements of the specific University), while maintaining the level of quality within your own program and fulfilling the responsibilities of your role as an Early Childhood Teacher at the Y.

The Y prefer that placements are completed at a service different to your usual place of work to allow students to broaden their experience.

5. LEGISLATIVE AND INDUSTRY REQUIREMENTS

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Children’s Services Act 1996
- Children’s Services Regulations 2020
- Fair Work Act 2009

6. DEFINITIONS

Approved Provider	YMCA GEELONG Inc Provider No: 00002824
Nominated Supervisor	A person who has been delegated by the approved provider to be the nominated supervisor of an education and care service and who has accepted that delegation.
Educator	A person employed by YMCA as an educator in YMCA Children’s Programs
Volunteer/ Student	Can be a YMCA volunteer, student on practicum placement
Professional Standards	Professional standards guide practice, interactions and relationships. The standards inform educators and staff of their responsibilities in relation to one another and to the children and their families.

7. ROLES AND RESPONSIBILITIES

Department / Role	Responsibilities
The Approved Provider	<p>The Approved Provider is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met • Taking reasonable steps to ensure that staff, volunteers and students follow the <i>Staffing in Children’s Programs Policy</i> • Ensuring that copies of the policy are readily accessible to staff, volunteers and students, parents/guardians, visitors and available for inspection • Ensure that the environment is free from the use of vaping substances, vaping devices, tobacco, illicit drugs and alcohol, and staff, volunteers and students are not affected by alcohol or drugs (including prescription medication) • Ensuring that a staff record is kept with the details in regulations 145–152 • Ensuring that all staff, volunteers and students are familiar with ECA’s Code of Ethics • Ensuring that all staff, volunteers and students are provided with a copy of, and are familiar with, the code of conduct <p>Responsible person</p> <ul style="list-style-type: none"> • Ensuring that a nominated supervisor or person in day-to-day charge is present at the service in the absence of the approved provider • Ensuring that the person in day-to-day charge consents to the placement in writing • Ensuring that the nominated supervisor and person in day-to-day charge are aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training • Ensuring that the nominated supervisor and person in day-to-day charge: <ul style="list-style-type: none"> ◦ is 18 years old ◦ has adequate knowledge and understanding of the provision of education and care to children ◦ has the ability to effectively supervise and manage the service ◦ has a history of compliance with the <i>Education and Care Services National Law</i> and other relevant legislation. This includes any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person • Ensuring the nominated person completes and signs a compliance history statement template and a prohibition notice declaration via the <i>CP Responsible Person Acknowledgement and Acceptance Form</i> • Ensuring that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service. • Notifying the regulatory authority in writing about a new nominated supervisor

	<p>and if the details of the nominated supervisor change</p> <p>Volunteers and students on practicum placements</p> <ul style="list-style-type: none"> • Ensuring that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependent) • Ensuring that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food • Ensuring that volunteers and students are not affected by alcohol or drugs • Ensuring that volunteers and students are informed about the service’s policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma • Ensuring that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.
<p>Nominated Supervisor / Responsible Person</p>	<p>The Nominated Supervisor/ Responsible Person are responsible for:</p> <ul style="list-style-type: none"> • Ensuring that regulatory obligations are met in relation to staffing arrangements • Implementing procedures for staffing arrangements • Ensuring that quality staffing practices are in place in line with the National Quality Standard, especially Quality Area 4 – Staffing arrangements • Being present at the service in the absence of the approved provider • Ensuring that they themselves, as well as educators, staff, volunteers and students, are not affected by alcohol or drugs • Being aware of the existence and application of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training • Completed and signed a compliance history statement template and a prohibition notice declaration via the CP Responsible Person Acknowledgement and Acceptance Form • Completing a N01 Nominated Supervisor Consent Form to be submitted to the regulatory authority via NQAITS as well as a CP Nominated Supervisor Appointment and Acceptance Form, stored in the employee’s staff record. • Completing the online training course via The Academy titled ‘Understanding the Role and Responsibilities of a Nominated Supervisor in OSHC & ELC’ (applicable for Nominated Supervisors) • Completing the online training course via The Academy titled ‘The Role of a Responsible Person in Children’s Education and Care Services’ (applicable for Nominated Supervisors and Responsible Persons) • Ensuring that the name of the nominated supervisor is displayed so that it is visible from the main entrance of the service. • Advising the approved provider if the Nominated Supervisor/ Responsible Person have changed their name or contact details (the regulatory authority is to be notified) • Ensuring that their responsibilities relating to educational programs; supervision and safety of children; entry to and exit from premises; nutrition

	<p>and food and beverages; administration of medication; sleep and rest; excursions and transportation; staffing ratios and qualifications are met</p> <ul style="list-style-type: none"> • Ensuring the prescribed information on display includes the name of the responsible person for each time that children are being educated and cared for at a service. <p>Staff record</p> <ul style="list-style-type: none"> • Ensuring that a staff record is kept with the details as outlined in this policy to meet regulations 145–152 <p>Professional standards</p> <ul style="list-style-type: none"> • Ensuring that all educators, staff, volunteers and students are familiar with ECA’s Code of Ethics • Take appropriate action in the event that the Code of Conduct Policy is not met <p>Volunteers and students on practicum placements</p> <ul style="list-style-type: none"> • Ensuring that volunteers and students meet any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependent) • Ensuring that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food • Ensuring that volunteers and students are not affected by alcohol or drugs • Informing volunteers and students about the service’s policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma • Ensuring that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable
Educators and staff	<p>Educators and Staff are responsible for:</p> <ul style="list-style-type: none"> • Being aware of and following the <i>Staffing in Children’s Programs Policy</i> and associated procedures • Meeting any jurisdictional requirements relating to education and care qualifications, first aid qualifications, and working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependent) • Undertaking current child protection legislation training, including for mandatory reporting requirements and obligations in their jurisdiction • Not being affected by alcohol or drugs and must not consume this while at the service • Implementing adequate health and hygiene practices and safe practices for handling, preparing and storing food • Being familiar with ECA’s Code of Ethics • Be familiar with and adhere to the Code of Conduct Policy • Ensuring quality staffing practices are implemented in line with the National Quality Standard (especially Quality Area 4 – Staffing arrangements)
Volunteers/	<p>Volunteers/ Students are responsible for:</p>

students	<ul style="list-style-type: none"> • Implementing and following the <i>Staffing in Children’s Programs Policy</i> and associated procedures • Being familiar with ECA’s Code of Ethics • Being familiar with and adhering to the Code of Conduct Policy • Meeting any jurisdictional requirements for working with children clearance, such as a WWCC, or teacher registration details (jurisdiction dependent) • Implementing adequate health and hygiene practices and safe practices for handling, preparing and storing food • Not being affected by alcohol or drugs and not consuming these substances while at the service • Being familiar with the service’s policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma • Not subjecting children to any form of corporal punishment or any discipline that is unreasonable
Parents/ Guardians or Authorised Nominees	<p>All parents/guardians or authorised nominees are responsible for:</p> <ul style="list-style-type: none"> • Reporting any concerns to the approved provider or nominated supervisor/responsible person
OSHC Coordinators	<p>Regional OSHC Coordinators are responsible for:</p> <p>Monitoring compliance to the <i>Staffing in Children’s Programs Policy</i> for the services they oversee</p>
Managers (OSHC)	<p>Managers are responsible for ensuring:</p> <ul style="list-style-type: none"> • The <i>Staffing in Children’s Programs Policy</i> is implemented at the services they oversee • All YMCA personnel, including the Nominated Supervisor, receive relevant induction and training on this policy • All YMCA personnel understand and can access the policy, and other related policies and procedures, and comply with them at all times
Executive Managers	<p>Executive Managers are responsible for:</p> <ul style="list-style-type: none"> • Ensuring suitable resources and support systems are in place to enable service compliance with this policy • Driving the consultation processes and leadership on continuous improvement with this policy
Policy and Procedure Group	<p>Approve the policy</p>

8. QUALITY ASSURANCE ACTIVITIES

- The) **Staffing in Children’s Programs Policy** will be reviewed every three years or as required based on legislative changes.
- The ongoing monitoring and compliance to this policy will be overseen by I Managers (OSHC).
- An annual assessment of this policy will be completed by the Children’s Programs Quality Manager to ensure compliance with relevant legislation and alignment with best practice recommendations in the education and care sector.
- The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users’ comments where practical.

9. SUPPORTING DOCUMENTS

Internal resources:

- [Responsible Person Acknowledgement and Acceptance Form](#)
- [Nominated Supervisor Appointment and Acceptance Form](#)
- [Appointment and Acceptance of Educational Leader Form](#)
- [Staff Record Checklist](#)
- [Staff Record Cover Page](#)
- [Student and Volunteer Personnel Record](#)
- [Volunteer and Student Participation Record](#)
- [Mentor Application Form](#)
- [Understanding the Role and Responsibilities of a Nominated Supervisor in OSHC & ELC Training](#)
- [The Role of a Responsible Person in Children’s Education and Care Services Training](#)
- [Introduction to Child Safety Training](#)
- [Y Geelong Hub -Policy and Procedure Library:](#)
 - Determining the Nominated Supervisor and Responsible Person in Day-to-Day Charge Procedure
 - Privacy Policy
 - Code of Conduct Policy
 - Roster, Time and Attendance Policy
 - Disciplinary and Termination Policy
 - Interactions with Children Policy
 - Child Safe Environments and Digital Technologies Policy
 - Child Safety Procedure
 - Volunteering Policy
 - Working With Children Check Procedure

External resources:

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Children's Services Act 1996](#)
- [Children's Services Regulations 2020](#)

- [Fair Work Act 2009 - Federal Register of Legislation](#)
- [Victorian Government Working with Children Check](#)
- [NSW Office of the Children's Guardian Working with Children Check](#)
- [Victorian Institute of Teaching \(VIT\)](#)
- [Victorian Early Years Learning and Development Framework](#)
- [Belonging, Being and Becoming - The Early Years Learning Framework for Australia V2](#)
- [My Time, Our Place - Framework for School Age Care in Australia V2](#)
- [National Quality Standard](#)
- [Victorian Government Early Childhood Workforce Register](#)
- [ECA Code of Ethics - Early Childhood Australia](#)
- [ACECQA N01 Nominated Supervisor Consent Form](#)
- [ACECQA Staffing Policy Guidelines](#)

10. APPROVAL AND REVIEW

Meeting Approved:	SLT
Meeting Approval Date:	19.11.2025
Policy Review Date:	19.11.2028
Policy Owner:	CEO
Contact Details:	geelong@ymca.org.au

Amendments

Version	Date	Author	Change Description
V1	19.11.2025	Shona Eland	New policy developed