

POLICY/PROCEDURE NAME & REVIEW PROCESS	STAFFING ARRANGEMENTS POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 4- STAFFING ARRANGEMENTS 4.1.1 Organisation of educators 4.1.2 Continuity of staff 4.2 PROFESSIONALISM MANAGEMENT 4.2.1 Professional collaboration 4.2.2 Professional standards
NATIONAL LAW AND REGULATIONS	117A - Placing a person in day-to-day charge. 117B - Minimum requirements for a person in day-to-day charge 117C - Minimum requirements for a nominated supervisor 118 – Educational leader 131-Requirement for early childhood teacher—centre-based services—25 or more approved places but fewer than 25 children 132-Requirement for early childhood teacher—centre-based services—25 to 59 children 133-Requirement for early childhood teacher—centre-based services—60 to 80 children 134-Requirement for early childhood teacher—centre-based services—more than 80 children 135-Illness or absence of early childhood teacher or suitably qualified person 145- Staff record 146- Nominated supervisor 147-Staff members 148-Educational leader 149-Volunteers and students 150-Responsible person 151- Record of educators working directly with children 152- Record of access to early childhood teachers 168- Education and care service must have policies and procedures 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures 242- Persons taken to be early childhood teachers
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Code of conduct declaration record Determining the responsible person policy Educator to child ratio record Educator work variation agreement record Position description nominated supervisor/early childhood teacher/educational leader/educator. Prohibition declaration record Responsible person consent and declaration record Responsible person log record Staff schedule record Student volunteer visitor attendance record Working directly with children record
SCOPE OF POLICY	This policy applies to all educators, management, staff, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding staffing arrangements to ensure all children who attend our service are supported. Correct staffing will guide practices and protect children. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Implementation

Policy Name	STAFFING ARRANGEMENTS POLICY			Policy Version	V.7
Owner	Fishbowl Pty Ltd				
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Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

In order to be compliant services must meet the Education and Care Services National Regulations. Approved Provider will ensure there are policies and procedures in place in relation to staffing arrangements and that our staffing arrangements support compliance with NQS Quality Area 4. Approved provider will ensure professional standards guide the practices in the service when appointing a nominated/ supervisor/staff, educational leader, and volunteers. They will ensure the service is effectively supervised and managed through correct staff ratios. Volunteers and students are provided with the correct training and support.

To meet regulation the service will have the following staff present at the service.

- A Nominated Supervisor.
- A Responsible person or person in day-to-day charge (PIDTDC).
- Suitably qualified educational leader.
- Suitably qualified staff to meet child ratios.

The service will prioritise the health, safety, and wellbeing of children, through quality practices of staffing arrangements as per below for each appointment.

- Each employee is given a thorough induction and position description outlining position responsibilities and any documents to sign that are required for the role.
- They are supported with training in, and regular reflections regarding Early Childhood Australia's (ECA) Code of Ethics, and United Nations Convention on The Rights of the Child and any relevant standards related to their qualifications (e.g., the Australian Professional standards for teachers).
- The service values the important role of volunteers and students on practicum placements. They are provided with the necessary training and support to ensure they are familiar with service policies and procedures and are mentored at all times when in the service.

Nominated Supervisor Regulation- 117C.

The Nominated Supervisor is a person appointed by the Approved Provider who is placed in day-to-day charge of a service. The Approved Provider must provide sufficient evidence and information to demonstrate compliance to the Regulatory Authority of the suitability of this person. An approved service must have at least one nominated supervisor. There can be more than one appointed however this is up to the Approved Provider.

Nominated supervisor will.

- Be at least 18 years of age.
- Have adequate knowledge and understanding of the provision of education and care to children.
- Have the ability to effectively supervise and manage an education and care service.
- Each nominated supervisor must have completed the child protection training required in their state or territory.
- It is an offence for an approved provider to appoint a nominated supervisor who does not meet requirements.

They must satisfy the Approved provider that they are clear of the following and have no compliance issues with:

- The National Law.
- Former education and care services law.
- Children's services law.
- Education law.

Approved provider should consider the person's qualifications, skills, and work experience in determining if the person has adequate knowledge and understanding of the provision of education and care of children.

Approved provider must have on file:

- A resume detailing the nominated supervisors work history.
- Completed reference checks.
- Copy of all qualifications including current child protection training.
- The Nominated Supervisor will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description, a prohibition declaration record and code of conduct declaration record.**

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- They must sign in and out each day on the **responsible person log record** or on the service provided document or electronic system.

Responsible Person Regulation 117A and Regulation 117B

This person will be placed in charge of the service in the event of nominated supervisor not being present in the service.

Responsible person must

- Be at least 18 years of age to be placed in day-to-day charge of a service.
- Have adequate knowledge and understanding of the provision of education and care to children.
- Have the ability to effectively supervise and manage an education and care service.
- Each responsible person must have completed the child protection training required in their state or territory.

They must satisfy the approved provider or nominated supervisor that they are clear of the following and have no compliance issues with:

- The National Law.
- Former education and care services law.
- Children's services law.
- Education law.

Approved provider must have on file:

- A resume detailing the responsible persons work history.
- Completed reference checks.
- Copy of all qualifications including current child protection training.
- The responsible person will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description, a responsible person consent and declaration record and code of conduct declaration record**.
- They must sign in and out each day on the **responsible person log record** when taking responsibility of the service.

Educational Leader Regulation 118

The Approved Provider of a service must nominate in writing a suitably qualified educational leader to collaborate with educators and provide curriculum direction and guidance, support educators to effectively implement the cycle of planning to enhance programs and practices, to lead the development and implementation of an effective educational program in the service/s and ensure that children's learning and development are guided by the learning outcomes of the approved learning frameworks.

There is no legislative or national quality standards outlining the requirements for this role however the person appointed must have knowledge of and be able to lead the team and implement change.

- Must have a strong understanding of the Early Years Framework EYLF and programming cycle.
- A strong understanding of the National Quality Standards, the Assessment and Rating process, the National Law and National Regulations, Code of Ethics and United Nations Convention of the Rights of the Child.
- An ability to research and source information when required to enhance educators' knowledge and learning.
- An ability to contribute to the ongoing documentation of the Quality Improvement Plan. (QIP)
- An educational leader must have strong communication skills.
- A willingness to mentor and support educators from diverse backgrounds and with varying levels of knowledge and experience.
- Passion for the role and a commitment to learning and participating in professional learning opportunities.

Approved provider must have on file:

- A resume detailing the educational leaders work history.
- Completed reference checks.
- Copy of all qualifications including current child protection training.
- The educational leader will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description, an educational leader consent and declaration record and code of conduct declaration record**.

Early Childhood Teacher (ECT) Regulation 130 -134

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An Early Childhood Teacher (ECT) is a person with an approved early childhood teaching qualification in accordance with Acecqa's qualification list. A record must be kept containing the period the early childhood teacher is working directly with children.

ECT must

- Hold an approved early childhood teaching qualification that is published on ACECQA's approved qualifications lists.
- This includes current approved early childhood teacher qualifications, and former approved early childhood teaching qualifications commenced before 1 January 2012.
- Hold a qualification that ACECQA has recognised to be an equivalent early childhood teacher qualification.
- Are taken to hold an approved early childhood teaching qualification under regulation 241 and approved under former state and territory laws in place before the National Law.

From 1 January 2022, a person who holds ALL of the following will be recognised as equivalent to an early childhood teacher:

- A primary or secondary teaching qualification and
- Teacher registration in Australia (called 'accreditation' in New South Wales) and
- An ACECQA approved certificate III level (or higher) early childhood education and care qualification.

After the end of 2023, this transitional measure is scheduled to cease, however individuals who have obtained this combination of qualifications before the end of 2023 will continue to be recognised under this provision.

Regulation 242 – persons taken to be early childhood teachers.

Under this regulation you can be counted as an ECT if you are actively working towards an approved early childhood teaching qualification, and you provide the approved provider with documentary evidence that shows you have completed at least 50 per cent of the Early Childhood Teacher Course.

- This regulation applies until 31 December 2024, in the case of the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Tasmania or Western Australia. Does not apply in Queensland and Victoria.
- Once regulation 242 expires, an educator will need to have completed their ECT qualification to be considered a qualified ECT.

Approved Provider/ nominated supervisor will ensure a record is kept of the following:

Provision of ECT for under 25 children per day

- The service must have access to an early childhood teacher working with the service for at least 20 per cent of the time that the service provides education and care.
- To comply with subregulation (1), the early childhood teacher may be working with the service by means of information communication technology.
- For the purposes of this regulation the period that an early childhood teacher works with a centre-based service may be calculated on a quarterly basis.

Provision of ECT for 25 to 59 children in attendance per day

- An early childhood teacher must be in attendance at the service for at least 6 hours on that day if the service operates for 50 or more hours a week or for 60 per cent of the operating hours of the service on that day if the service operates for less than 50 hours a week.
- A service is not required to comply with subregulation (1) if the approved number of places for children preschool age or under at the service is 25 or more but less than 60; and the service employs or engages a full-time or full-time equivalent early childhood teacher at the service.

Provision of ECT for 60 to 80 children per day

- An early childhood teacher must be in attendance at the service for at least 6 hours on that day, if the service operates for 50 or more hours a week; or for 60 per cent of the operating hours of the service on that day, if the service operates for less than 50 hours a week; and
- A second early childhood teacher or a suitably qualified person must be in attendance at the service for at least 3 hours on that day if the service operates for 50 or more hours a week; or for 30 per cent of the operating hours of the service on that day if the service operates for less than 50 hours a week.
- A centre-based service is not required to comply with subregulation (1) if the approved number of places for children preschool age or under at the service is 60 or more but not more than 80;

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and the service employs or engages a full-time or full-time equivalent early childhood teacher at the service; and a second early childhood teacher or a suitably qualified person for half of the full-time or full-time equivalent hours at the service.

Provision of ECT for more than 80 children per day

- An early childhood teacher must be in attendance at the service for at least 6 hours on that day if the service operates for 50 or more hours a week; or for 60 per cent of the operating hours of the service on that day if the service operates for less than 50 hours a week.
- A second early childhood teacher or a suitably qualified person must be in attendance at the service for at least 6 hours on that day if the service operates for 50 or more hours a week; or for 60 per cent of the operating hours of the service on that day if the service operates for less than 50 hours a week.
- A centre-based service is not required to comply with subregulation (1) if— the approved number of places for children preschool age or under at a centre-based service is more than 80; and the service employs or engages— a full-time or full-time equivalent early childhood teacher at the service; and a second full-time or full-time equivalent early childhood teacher or suitably qualified person.

Educators, staff, students, and volunteers

Management's main objective is to employ staff who are suitably qualified to meet regulation and be compliant in regard to educator to child ratios.

- The service will comply with regulatory requirements by ensuring 50 percent of staff meet the relevant diploma qualification requirement or be actively working towards an approved diploma level education and care qualification.
- All other staff are suitably qualified people who are required to have at least an approved certificate III level education and care qualification or be actively working towards their qualification.
- A three (3) month probationary period applies to new educators working without an approved qualification in VIC, QLD, WA, ACT, NT and TAS.
- New educators can be counted as a Certificate III qualified educator for ratio purposes if they are enrolled in an ACECQA approved qualification and have started study and are making satisfactory progress towards completing the course and meeting the requirements to maintain enrolment.
- Staffing will be arranged to meet early childhood teaching, diploma and certificate III qualifications, school age care qualifications, as well as first aid, anaphylaxis and emergency asthma management training and child protection.
- No educator under the age of 18 will not be left alone unsupervised.
- No educator will be included in calculating the educator to child ratio of our service unless the educator is working directly with the children.
- All potential staff are subject to maintenance of a valid Working with Children Card (WWCC) and appropriate qualifications. Valid first aid, asthma and anaphylaxis management, immunisation status -including COVID-19 vaccination requirements, and food safety qualification may also be required.
- All new staff will undergo a probation an initial period of three (3) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with the nominated supervisor and will be reviewed before the end of the following 3 months.
- All staff will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description** and **code of conduct declaration record** and will complete a **working directly with children record and educator to child ratio record** on a daily basis.
- They must sign in and out each day on attendance at the service when presenting for their duties.
- Each staff member will undergo induction which includes the service's policies and procedures, child safe standards, child protection overview, work health and safety guidelines and service routines.

The Approved Provider and Nominated Supervisor will ensure:

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- Rostering will be organised to provide the service with continuity of care and to ensure the service is meeting educator to child ratio regulatory requirements at all times.
- There will be a strong recruiting process – Management will interview potential educators for the service and follow up referees. Management will collect all qualifications and Working with Children checks prior to educators commencing at the service.

Further requirements for staffing

Staff Schedule Record

- The approved provider of the service must ensure that a staff record is kept
- It must be current and up to date and be available at all times.

It will include the following:

- Information about nominated supervisors set out in regulation 146
- Information about staff members set out in regulation 147.
- Information about the educational leader set out in regulation 148
- Information about volunteers is set out in regulation 149.

Further information required on the staff schedule record

- Staff qualifications and training information and Working with Children Check /Blue Card verification number and expiry dates.
- Full name address and date of birth.
- The name of the appointed educational leader.
- The same above details must be kept for students and volunteers, including a record of times worked at the service in the form of **student volunteer visitor attendance record**.

Roster

- Staffing will be arranged to meet early childhood teaching, diploma and certificate III qualifications, school age care qualifications, as well as first aid, anaphylaxis and emergency asthma management training and child protection. Nominated supervisor will ensure there is a suitable qualified responsible person who holds first aid qualifications in attendance at all times the service is operating.

Age of Children	Educator to child	Applies to
Birth to 24 months	1:4	All states and territories
Over 24 months under 36 months	1:5	All states and territories exclude Victoria
Over 24 months under 36 months	1:4	Victoria
36 months up to and including preschool age	1:11	ACT, NT, QLD, SA, VIC
	1:10	NSW
	1:10 2:25 for children attending a preschool program	TAS
	1:10	WA
Over Preschool age	1:15	NT, QLD, SA, TAS, VIC, NSW
	1:11	ACT
	If no Kindergarten children present 1:10 for first 12 children then 1:13 (e.g., If 11 or 12 children present, 2 staff members still required) Refer to table in Reg 369 for full breakdown	WA

Visitors

- Visitors may only enter the service with the acknowledgement of the nominated supervisor. They must be accompanied by a staff member throughout their time at the service and not left alone with the children.
- They must sign in and out of the service on the **student volunteer visitor attendance record**.

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Each member of the team plays a key role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that all educators, staff, volunteers, and students are familiar with ECA's Code of Ethics, **code of conduct declaration record** and have signed a copy and it is placed in staff files.
- Will take appropriate action in the event that the code of conduct is not met by investigating and following up with staff to ensure positive outcomes are achieved or disciplinary action is completed.
- Will ensure that volunteers and students meet criteria for working with children, such as a WWCC, or teacher registration details.
- Will ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing, and storing food.
- Will ensure that volunteers and students are not affected by alcohol or drugs.
- Will ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will be present in the service in the absence of approved provider or responsible person.
- Will adhere to tobacco drug and alcohol policy and ensure that all staff, volunteers, and students, are not affected by alcohol or drugs.
- Must be aware of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training.
- Will ensure that a staff record is kept with the details in regulations 145–152.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

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	<ul style="list-style-type: none"> Must meet and keep up to date any jurisdictional requirements relating to education and care qualifications, such as first aid and working with children clearance or teacher registration details and a record of study if applicable. Must have undertaken current child protection legislation training, including mandatory reporting requirements and obligations. Must not be under the influence of alcohol or drugs while at the service. Must implement adequate health and hygiene practices and safe practices for handling, preparing, and storing food. Will ensure quality staffing practices are implemented in line with the National Quality Standard. Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Regulation 145 – staff record	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure the nominated supervisor of the service will keep regular records and checks of all staff employed in the service. This will be maintained and updated regularly in the staff schedule record. It will contain information regarding the nominated supervisor, staff members, educational leader, and volunteers.
In regard to regulation 135 - Illness or absence of early childhood teacher or suitably qualified person	<p>If an early childhood teacher is absent from the service because of short-term illness or leave, the following staff may be taken to be an early childhood teacher during that absence.</p> <ul style="list-style-type: none"> A diploma qualified educator A primary qualified teacher. <p>If a second early childhood teacher is required for 60 to 80 children or over eighty children attending and they are absent from the service because of short-term illness or leave, the following staff may be taken to be a second early childhood teacher or suitably qualified person during that absence.</p> <ul style="list-style-type: none"> A diploma qualified educator. A primary qualified teacher. An early childhood teacher required to be in attendance under regulation 132(1), 133(1)(a) or 134(1)(a) may be replaced in accordance with subregulation (1) for a maximum of 60 days in any 12-month period. A second early childhood teacher or a suitably qualified person required to be in attendance under regulation 133(1)(b) or 134(1)(b) may be replaced in accordance with subregulation (2) for a maximum of 60 days in any 12-month period.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Will notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or

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	<ul style="list-style-type: none"> Significantly impact the service's education and care of children or Significantly impact the family's ability to utilise the service. <ul style="list-style-type: none"> Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. All stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	Approved Provider will <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	Approved Provider will <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> Code of conduct- Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.

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	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010 ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ United Convention on the Rights of the Child

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