

## 2.3 Ratios and Supervision

### Policy Statement

We acknowledge that the safety of children is paramount and therefore takes a proactive approach, to ensure the adequate and appropriate supervision of children whilst enrolled and attending the service program.

Educator to child ratios will be in keeping with, or better than, those set out in the Education and Care Services National Regulations 2011.

- In setting ratios, consideration will be given to the activities undertaken, the ages and abilities of the children and any special needs that the children may have.
- Educators will be required to do regular head counts and use educator communication methods.
- The Coordinator will be made aware of children involved in behavioral incidents and who may require further support, consistent with the service's Behaviour Support and Management Policy.
- Children will be directed to a quiet area and supervised by the Coordinator (or other Educator) until they are ready to re-join the activity.

### Procedures

In setting Educator to child ratios, Management will be guided by the Education and Care Services National Regulations 2011 and the Specific Provisions for Queensland (Part 7.5), which set out the following: -

- A maximum of 15 school age children to 1 Educator
- Educators must be working directly with children to be included in the ratios; and
- At least one educator, with the required first aid qualifications, will be in attendance at any place children are being cared for, and immediately available in an emergency, at all times that children are being cared for by the service.
- Children who may require additional support, assistance or attention will also be considered. This may include extra Educators, in accordance with funding and support arrangements for that child.
- Volunteer workers may be counted towards the educator to child ratios for the service provided the qualification requirements are met. Volunteers under the age of 18 must be fully supervised. Risk assessments will be conducted, as necessary, when utilising volunteers.

For excursions, Educator to child ratios will be determined once a full risk assessment of the activity has been conducted. When setting these ratios, the following aspects of the excursion will be taken into account: -

- The proposed route and destination for the excursion
- Any water hazards and/or risks associated with water-based activities
- The transport to and from the proposed destination for the excursion
- The number of adults and children involved in the excursion
- Given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide effective supervision according to the ages and needs of the children, and whether any adults with specialised skills are required (e.g. life-saving skills); and
- The proposed activities and duration of the excursion

- During Excursions, Educators will supervise children, ensuring ratios are maintained at all times. This includes toilets and change rooms.
- If there is no male Educator available to supervise the boy's toilets, male students are to access female toilets.
- During excursions, children will not be left in the sole care and custody of bus drivers or any other persons; Educator ratios for excursions will be 1 to 8 or 1 to 10 (e.g. Movies) depending on the activity being undertaken.
- For all water and/or swimming excursions, Educators will be placed both in and out of the water for effective supervision of children in the water.

### References

Education and Care Services National Law Act, 2010 and Regulations 2011

Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011

Family and Child Commission Act 2014

Duty of Care

Child Protection Act 1999 and Regulations 2000

Relevant Policies: Excursions, Transport for Excursions, Illness and Injury, Drills and Evacuations, Harassment and Lockdown, Safety and Wellbeing of Children, Protection of Children From Harm, Educator Ratios, Arrivals and Departures of Children, Behaviour Support and Management, Anti-bullying, Children with Special/Additional Needs, Managing Duty of Care – Non-Attending Children, Children Accessing the Internet, Cyber-bullying, 2.19 – Children's Media Viewing, Educator Practices, Homework, Excursions, Transport for Excursions, Physical Activity, Extra-Curricular Activities, Escorting Children, Water Activities and Safety, Children's Toileting, Shared Facilities, Role and Expectations of Educators, Educator Professional Development and Learning, Volunteers, Employee Performance Monitoring, Review and Management, Communication with Families, Risk Management and Compliance

Date of Development	Reason for Modification	Date Ratified	Date of Review
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