

# Victorian Children's Services Staffing requirements: School hours care services with 15 or fewer children

Fact Sheet | January 2013

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School Holidays Care (SHC) services must meet the staffing requirements of the *Children's Services Act 1996* (Victorian Act) and *Children's Services Regulations 2009* (Victorian Regulations).

## Minimum staff requirements

A minimum of two staff members are required to be on duty whenever children are being cared for or educated by the service (regulation 50). For a staff member to be 'on duty' they are required to remain on the premises and must be able to support the staff member caring for the children and intervene if necessary.

A limited exception to this requirement applies for small SHC services with a licence capacity of no more than 15 children that are located in a remote or rural area, with no other SHC service within reasonable travelling distance (regulation 51). For these services there must be one qualified staff member on duty and one other adult at or near the premises who is able to attend immediately if required. Effective communication mechanisms and policies must be in place.

## Second adult at or near the premises

Where there is only one staff member at the service the licensee must ensure that the staff member is a nominee of the service. The other adult may be, for example, a principal or teacher (if program is school based), ancillary staff (such as administration support workers) or any other adult situated at or near the premises and available as required.

The other adult should be a person known to the service but is not required to meet the requirements of a staff member or have a staff record. However, as there may be circumstances where the other adult is caring for or educating the children this person must hold a current Working with Children Check (a requirement of the *Working with Children Act 2005*). It is recommended that this person is trained in:

- first aid and anaphylaxis management approved by the Department every three years. First aid and anaphylaxis management training may be undertaken as a combined course;
- the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation (CPR) at least every 12 months; and
- it is recommended that all staff members practice using adrenaline auto-injection devices quarterly, whether or not a child with anaphylaxis is enrolled and attending the service.

It is also recommended that the service keeps a record, at the service, of the other adult's details including their working hours; evidence that the person has a current Working with Children Check, and copies of any relevant completed training, such as first aid and anaphylaxis management.

## Policies and procedures

The licensee should consider the training needs of the other adult at or near the premises on duty in the context of managing risks to children being cared for and educated by the service. Where there is only one qualified staff member caring for or educating children in an SHC service, the service must demonstrate that appropriate policies and procedures are in place to

ensure the health, safety and wellbeing of children being cared for or educated by the service. These policies and procedures may include, but are not limited to:

- communication processes to notify the other adult at or near the premises when the qualified staff member caring for and educating children requires a break or in the event of an emergency
- procedures for when a child may require emergency care e.g. an incidence of anaphylaxis or when first aid is required to be administered
- procedures for what will occur if a staff member is injured or taken ill
- a planned response to aggressive behaviour of a child or a number of children.

## Further information

The **Department of Education and Training** is the Regulatory Authority in Victoria.

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