

# Victorian Children's Services

## Staff members and staff requirements

Fact Sheet | March 2011

Updated June 2013

### Who is a staff member?

A staff member is a person who is employed, or has been appointed or engaged to be responsible for the care or education of children at a children's service. Where a staff member is under 18 years of age they must be under the direct supervision of a qualified staff member who is aged 18 years or over (regulation 5).

### Who is not a staff member?

Volunteers and early childhood intervention staff members are not included in the definition of a staff member (regulation 5).

### Minimum training requirements for staff members

All staff members must hold at least a Certificate III in Children's Services or other qualification or training that the Secretary is satisfied is substantially equivalent to or superior to the Certificate III in Children's Services.

#### **Minimum training for staff members in standard, limited hours and short term services**

The proprietor of a children's service, except for a limited hours type 1 service, that was licensed before 25 May 2009 or that had applied for an Approval in Principle or a licence before that date has until 1 January 2014 to ensure that all staff members meet the minimum training requirements.

Staff members in standard, limited hours and short term services meet the minimum training requirements if they:

- hold a Certificate III in Children's Services, or hold a qualification or training that the Secretary is satisfied is substantially equivalent or superior to a Certificate III in Children's Services; or
- hold a qualification which is included in the list of approved Certificate III level education and care qualifications published under the *Education and Care National Regulations 2011* (National Regulations)
- are a qualified staff member or a teaching staff member; or
- hold a primary school teaching qualification; or
- in the case of an early childhood intervention staff member, holds a qualification in a field the Secretary is satisfied is substantially equivalent (regulation 60).

Generally, for the purposes of meeting the minimum training requirements, a primary school teaching qualification is a Certificate of Teaching requiring two years of full time study or part time equivalent or superior qualification obtained at any Australian university or teachers college.

#### **Minimum training for staff members in school holidays care services**

The proprietor of a school holidays care service has until 1 January 2014 to ensure that all staff members meet the minimum training requirements.

In a school holidays care service staff members meet the minimum training requirements if they:

- hold a Certificate III in Children's Services, or hold a qualification or training that the Secretary is satisfied is substantially equivalent or superior to a Certificate III in Children's Services; or
- hold a qualification included in the list of approved Certificate III level education and care qualifications published under the National Regulations; or
- hold a qualification in a field that the Secretary is satisfied is acceptable; or
- are a qualified staff member or a teaching staff member; or
- hold a primary school teaching qualification; or
- commence a qualification or training under regulation 60(a), (b), (c) or (d) or a qualification in a field that the Secretary is satisfied is acceptable, within 6 months of commencing to care for or educate children at the service (regulation 60(f)(iii)).

Qualifications in the fields of health and allied health meet the minimum training requirements in school holidays care services. Therefore persons who hold a post-secondary qualification in health or allied health are considered to have met the minimum training requirements to be a staff member of a school holidays care service. Examples in the fields of health are: medicine and nursing; and allied health: audiology, speech pathology, occupational therapy, psychology, social work, physiotherapy, dietetics and specialist therapies such as music and movement.

#### **Professional development in lieu of meeting minimum training (grandfathering)**

Staff members who have undergone an assessment and completed an approved professional development course by 1 January 2012, in lieu of meeting minimum training requirements, will be taken to comply with the required legislative requirements.

Further information is available in a separate fact sheet *Professional development in lieu of minimum training (grandfathering)* which is available on

<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsfactsheets.aspx>.

### **First aid and anaphylaxis management training**

Staff within licensed children's services who care for or educate children at the service and any staff members required to meet minimum staff requirements must complete first aid and anaphylaxis management training approved by the Department at least every 3 years (regulation 63). First aid training and anaphylaxis management training may be undertaken as a combined course.

In addition, all staff on duty whenever children are being cared for or educated must have undertaken training in the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation (CPR) at least every 12 months.

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.

### **Assessment notice**

A licensee, primary nominee or nominee currently present and in charge of a children's service (must read a person's current working with children assessment notice, or in the case of a registered teacher, check the Victorian Institute of Teaching (VIT) register, before that person becomes an employee or is otherwise engaged as a staff member of a children's service (regulation 70). More information is provided in the practice note Criminal history check requirements for licensed children's services available at

<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx>

## Minimum staff requirements

### Minimum staff for standard school holidays care, limited hours and short term services

Regulation 50 requires the proprietor of a children's service (other than certain school holidays care services) to ensure that at least 2 staff members are on duty whenever children are being cared for or educated by the service. Being 'on duty' does not necessarily mean that a staff member is caring for or educating the children at all times. For a staff member to be considered 'on duty' they are required to remain on the premises and must be able to support the staff member caring for or educating children and intervene if necessary. Effective communication mechanisms and policies must be in place.

### Minimum staff requirements – remote and rural school holidays care services

There is a limited exception to the minimum staffing requirement for school holidays care services that have a licence capacity of no more than 15 children, and that are located in a remote or rural area where there is no other school holidays care services available within reasonable travelling distance. These services must have a qualified staff member on duty and another adult at or near the premises where the service operates who is able to attend immediately if required (regulation 51). Effective communication mechanisms and policies must be in place.

Further information about minimum staff for small school holidays care services is provided in the *Staffing requirements for school holidays care services with 15 children or fewer* fact sheet available at <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsfactsheets.aspx>.

## Staff records

The proprietor of a children's service must ensure that each staff member has a staff record (regulation 38). The staff record for staff members must include:

- their name, address and date of birth
- a copy of any relevant qualifications or certificates of completed training
- their working hours
- the date on which they undertook and completed training in the administration of an adrenaline auto-injection device and cardio-pulmonary resuscitation
- the date on which they undertook and completed training in first aid and anaphylaxis management
- the date on which the current working with children assessment notice (or VIT registration) was read by the licensee, primary nominee or nominee currently present and in charge of the service, the reference number of the notice and the expiry date of the notice, or the details of when the VIT register was checked.

## Relief and casual staff members

When relief or casual staff members are employed, appointed or engaged to be responsible for the care or education of children at a children's service, the proprietor of the service must ensure that these staff members have a current working with children assessment notice (regulation 70) and meet the minimum training requirements (regulation 60).

## Further information

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

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Web: [www.education.vic.gov.au/childhood/providers/regulation](http://www.education.vic.gov.au/childhood/providers/regulation)