



Single Educator Service Policy

National Quality Standard

Area 2 - Children’s health and safety	
Standard 2.2	Safety
Element 2.2.1	Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Element 2.2.2	Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
Element 2.2.3	Child protection: Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Area 7 - Governance and leadership	
Standard 7.1	Governance
Element 7.1.3	Roles and responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 84	Awareness of child protection law
Reg. 97	Emergency and evacuation procedures
Reg. 123	Staffing arrangements
Reg. 128	Educator qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedures to be kept available
Reg. 172	Notification of change to policies or procedures



Children (Education and Care Services) National Law (NSW) No 104a of 2010:

s 162	Offence to operate education and care service unless responsible person is present
s 162A	Child protection training
S 165	Offence to inadequately supervise children
s 166	Offence to use inappropriate discipline
s 167	Offence relating to protection of children from harm and hazard
S 169	Offence relating to staffing arrangements

Links to The Child Safe Standards

Standard 1 - Child safety is embedded in organisational leadership, governance and culture	Service leadership fosters a culture of safety in how they manage the unique challenges of operating with one educator. This includes promoting a culture where child protection and safety are top priorities, and all staff (including the single educator) are trained to uphold these principles.
Standard 5 - People working with children are suitable and supported	Adventure OSHC ensures that any educator working alone is properly vetted (e.g., background checks, Working with Children Check), has relevant qualifications, and receives ongoing support.
Standard 7 - Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training	Adventure OSHC ensures that all employees working alone have the necessary training and skills required and are aware of how to address children’s concerns. Training will be regularly updated to ensure educators are equipped to maintain a safe environment for children.
Standard 10 - Policies and procedures document how the organisation is child safe	Adventure OSHC ensures that all procedures needing to be followed by educators working alone are documented clearly, including those for managing risks, responding to incidents, and ensuring child safety.

Related Policies:

Child Protection
Interactions with Children



Family law and access
Acceptance and refusal of authorisations

Policy Statement

At Adventure OSHC, we are dedicated to maintaining a safe, supportive, and child-centered environment for all children. The option to operate with a single staff model will only be considered in situations where the service faces financial challenges and must close if it cannot operate with two educators. This decision will be made collaboratively with the school and stakeholders, ensuring that the safety, well-being, and quality of care for children and educators remain a top priority.

When a single staff model is in place, Adventure OSHC is committed to ensuring the environment remains safe and that proper procedures are followed to protect the children and staff. This policy aims to comply with child-safe standards, ensuring that children's rights to safety, respect, and protection are upheld in all circumstances.

Purpose:

The purpose of this policy is to establish clear guidelines and procedures for the safe and effective operation of Adventure OSHC when utilising a single staff model. The policy is designed to provide clarity and support to staff, parents, and guardians, ensuring a secure and child-centered environment, regardless of staffing challenges.

Scope

This policy applies to any Adventure OSHC service operating with a single staff model, including all related aspects such as risk assessments, emergency protocols, staff training, and communication procedures. It encompasses all educators, children, and parents/guardians engaged with the service, ensuring that safe and appropriate practices are in place at all times.

Implementation

1. Decision-Making Process for Single Staff Model:

- A single staff model will only be implemented when the service faces significant financial constraints, making it unfeasible to operate with two



educators. This decision will be made after thorough consultation with the school and relevant stakeholders.

- The safety, well-being, and quality of care will not be compromised when the service operates with a single educator.

2. Risk Assessment and Safety Planning:

- Factors influencing the decision to operate with a single staff member will include, but are not limited to:
 - Risk minimisation of incidents and accidents.
 - Compliance with child protection protocols.
 - Security measures at the venue.
 - Effective communication systems.
 - Proximity to other services.
 - Availability of emergency relief educators.

3. Risk Assessment Process and Approval:

- Before implementing the single staff model, the Area Manager will conduct a detailed risk assessment to ensure that the service can operate safely. Any necessary modifications will be clearly outlined and approved.
- Educators will receive thorough training as part of their induction to ensure they understand and can implement the appropriate safety procedures.

4. Child Safe Standards and Compliance:

- Adventure OSHC will uphold the Child Safe Standards, ensuring that educators are trained in child protection, emergency management, and supervision techniques. The welfare of the children will always be a primary consideration, with clear procedures in place for identifying and responding to any child protection concerns.

5. Supervision and Child Safety:

- **Indoor Supervision:**
 - A thorough risk assessment will be conducted to determine the most appropriate and safe play areas to ensure effective supervision.



- Educators will employ active supervision methods, such as positioning themselves to maintain visibility of all areas at all times.
- Regular headcounts will be conducted every 15 minutes to ensure all children are present.

- **Outdoor Supervision:**

- A detailed risk assessment will be completed for the outdoor environment to ensure it is safe and conducive to effective supervision under the single staff model.
- Children will be grouped for outdoor activities to ensure appropriate supervision, and the outdoor spaces will be rotated to ensure safety.

6. Staff Qualifications and Responsibilities

At Adventure OSHC, only staff who hold the appropriate qualifications and certifications are permitted to work alone in the service as a Responsible Person. The Responsible Person must demonstrate a high level of competence in both child safety and emergency response to ensure the wellbeing of the children in their care.

Qualifications for Responsible Persons:

To be designated as a Responsible Person and be authorised to work alone, staff must hold the following qualifications:

- **Up to date Working with Children Check**
- **Child Protection Certificate (CHPRT025):** Staff must have completed the mandatory Child Protection Training as required under the relevant regulations and the Child Safe Standards.
- **HLTAID012 – Childcare First Aid:** The Responsible Person must have up-to-date HLTAID012 – Provide First Aid in an Education and Care Setting certification. This ensures that the staff member can respond to health emergencies or accidents, including providing first aid and managing any medical incidents effectively while supervising children alone.

Responsibilities of the Responsible Person:

In addition to the qualifications listed above, the Responsible Person must demonstrate:

- **Ongoing Competence:** The Responsible Person is expected to stay up-to-date with all required qualifications, certifications, and training, including regular refreshers for Child Protection and First Aid training.



- **Supervision and Risk Management:** The Responsible Person must actively supervise all children at the service, employing best practices in risk minimisation and supervision strategies, ensuring the environment is safe and secure at all times.
- **Clear Communication:** The Responsible Person must maintain clear communication with the service leadership and families, ensuring any incidents or concerns are promptly addressed, documented, and communicated to the appropriate authorities when necessary.

7. Toileting and Bathroom Procedures:

- A thorough risk assessment will be carried out to determine safe toileting procedures, including the possibility of children attending the bathroom in pairs when necessary.
- The educator will perform a hazard check of the bathroom facilities at the beginning of each session.
- Children must ask permission to use the bathroom, and a clear toileting procedure will be communicated to staff.

8. Incident and Emergency Response:

- Educators will have access to emergency contact details for other staff members or a floating support educator to request assistance in the event of an incident or emergency.
- Emergency evacuation and lockdown protocols will be reviewed and tailored to the needs of a single educator.
- In the event of an injury or medical emergency, the educator will maintain supervision of other children while providing first aid and contacting parents/guardians for the child's collection.

9. Communication and Security:

- An operational telephone must be available at all times during the service's operation.
- Emergency contact details will be clearly displayed, and children will be shown where they are located.
- The educator will ensure they have signed on for their shift as soon as they arrive. If this does not occur within 15mins of their start time, the Area Manager will follow up to ensure they have arrived.

**10. Security Measures and Risk Management:**

- The educator will perform a complete hazard check of both indoor and outdoor areas upon arrival. Any potential risks will be immediately reported to the Area Manager for further assessment.
- If the educator arrives or leaves during low light hours, they must carry a flashlight and mobile phone. If there is a security concern, emergency services will be contacted, and the educator will return to a safe location to await their arrival.

11. Emergency Relief Educators and Availability:

- A sign will be posted at the service to inform parents/guardians of the Area Manager and Directors contact details in case the educator has not arrived for their shift.
- Emergency relief educators will be available as needed, and the educator will assess the expected arrival time to ensure children's safety while waiting for support.

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards
- The Child Safe Standards

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