C-11 Staff Child Ratios

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of Staff Members.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Law & Regulations

Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
Reg. 122	Staff Members must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios – centre based services
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 123(d)	Educator to child ratio – children over preschool age – centre based services

My Time, Our Place

LO. 1	Children and young people feel safe, secure and supported

Policy Statement

We believe that the child to staff ratio is an important factor in determining the quality of care that we provide. We will ensure positive staff, child and parent interactions and safe care by maintenance of the minimum standards outlined in the National Regulations and industry best Standards.

Related Policies

- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy C-9: Relief Staff
- Sylvania Heights BASC Policy C-10: Volunteers/Students/Visitors
- Sylvania Heights BASC Policy D-6: Transportation
- Sylvania Heights BASC Policy D-30: Supervision
- Sylvania Heights BASC Policy E-5: Excursions
- Sylvania Heights BASC Policy E-7: Water Safety

Procedure

Staff to child ratios

The staff/child ratios as outlined in the Education and Care Services National Regulations will be met at all times:

- There will be a maximum of 15 children to 1 Staff Member whilst in centre
- There will be a maximum of 8 children to 1 Staff Member for excursions in high risk environments where containment may be an issue e.g. the park, or Taronga Zoo
- The will be a maximum of 10 children to 1 Staff Member for excursions in low risk environments where containment is not an issue e.g. the movies, or third party indoor service e.g. Laser Soccer Factory
- There will be a maximum of 5 children to 1 Staff Member for swimming or other water-based activity where drowning poses a significant risk.

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Minimum staff numbers

There will be a minimum of two staff members present at all times.

When a staff member is sick or unable to attend work, appropriate relief staff will be employed to meet the required ratios (see C-9 Relief Staff Policy).

In an emergency, or if a staff member becomes sick, a replacement will be obtained where possible before the staff member leaves the Centre.

If a relief staff member is unable to be obtained, suitable volunteers may be employed on a casual basis to cover the numbers (see C-10 Volunteers, Students and Visitors Policy).

Volunteers will only be counted on excursions to make up the higher number of Staff Members required, or when temporarily employed.

Students or junior staff members under the age of 18 years old will not be counted as part of the staff/child ratio at any time.

For excursions, consideration will be given to a reduced ratio when in a supervisory challenged environment, especially for sport-based activities or activities nearby water. This will be decided through the Risk Assessment, completed prior to all excursions

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- Voluntary Code of Practice Section 3, Staff: child ratios
- My Time, Our Place Framework for School Age Care in Australia – V2.0
- NQF Review: Providing a child safe environment

Endorsed: 23/08/2026
Review date: 23/08/2028