

Quality Area Four:

Staffing Arrangements Policy



Policy statement

The purpose of this policy is to outline Affinity Education Group's professional and quality practice regarding staffing arrangements and management and practice of our people. Compliance with ratio and qualification requirements will be a priority as well as professional and ethical interactions and relationships, based on respect and trust, between educators and with children.

Procedures will be established to ensure educators and employees across the wider network are sufficiently able and supported to provide learning and development opportunities and engaging and safe environments for all. Constructive and supportive relationships and collaboration will be encouraged to promote a culture of professional inquiry, research and shared outcomes. The diversity, skills and knowledge of employees will be recognised. Employees must feel empowered and valued as members of the education and care community.

Whilst maintaining a professional image and business, the atmosphere created by employees should remain light, welcoming and portray a sense of fun and enjoyment. Team spirit and unity should be evident in interactions and communication.

Employees will have their rights upheld through clear, fair and equitable procedures that comply with workplace and employment legislative requirements. All employees deserve a discriminatory free and equal opportunity work environment.

All educators will be familiar with AEG Code of Conduct expectations and the Early Childhood Australia Code of Ethics in relation to working with colleagues.

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero tolerance approach to child abuse and harm. Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions related to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

Associated procedures to assist in implementation:	
4-P1 Day to Day Charge	
4-P2 Pregnancy Risk and Management	
4-P2a Pregnancy and Parental Leave	
4-P3 Educators Communication	
4-P4 Educator Dress Code	
4-P5 Grouping of Children	
4-P6 Educator's Children in Care	
4-P7 Progression of Study	
4-P9 Recruitment and Onboarding	
HR5 AEG Code of Conduct	
Human Resources policies and procedures	
4-P11 Termination and cessation of employment	HR1 Equal Opportunity and Anti-Discrimination
4-P13 Employee Consultation	HR10 Performance Management
4-P14 Corrective Action and Discipline	HR11 Mental Health Wellbeing
4-P15 Grievance, Allegations and Misconduct	HR12 Categories of Employment and Award Conditions
4-P16 Time Off In Lieu	HR13 Employment Outside of AEG
4-P17 Injury Management and Return to Work Procedure	HR14 Domestic and Family Violence
4-P20 Use of Company Credit Cards	HR18 Breastfeeding
4-P21 Flexible Working Arrangements	HR2 Gender Equality
4-P22 Trainee and Apprenticeship Procedure	HR20 Suspension
4-P23 Employee Referral	HR6 Management of Drugs and Alcohol
4-P24 Travel and Expense Reimbursement	HR7 Appropriate Workplace Behaviour
4-P8 Working From Home	HR8 Leave
4-P19 Safe Driving	HR9 Performance Appraisal

Responsible	Nominated Supervisor, People and Culture Team		
Accountable 1	Chief People Officer	Accountable 2	Head of HR/IR
Consulted	Compliance Team, Policy Committee, Operations, HR	Date approved	May 2026
Informed	All staff, students, volunteers	Date to be reviewed	May 2027
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version			

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Information relating to this policy, associated procedures and related forms is communicated throughout the service using a variety of methods including, but not limited to:

Policy folder, Promapp, newsletters, emails, family handbooks, noticeboards, signs and displays, memos, educator meetings, in-service professional development opportunities, phone and face to face conversations.

Links to Education and Care Services National Law Act 2010 (section) and Education and Care Services National Regulations 2011 and WA 2012 (regulation) including Amendment Regulations	
Section 161 and A	Offence to operate education and care service without nominated supervisor; Offence for nominated supervisor not to meet prescribed minimum requirements
Section 162	Offence to operate education and care service unless responsible person is present
Section 169	Offence relating to staffing arrangements
Regulation 117A, B and C	Placing a person in day-to-day charge; Minimum requirements for a person in day-to-day charge; Minimum requirements for a nominated supervisor
Regulation 118	Educational leader
Regulation 119-120	Age and supervision requirements
Regulation 121-124	Minimum number of educators required
Regulation 125-128	Educational qualifications for educators; Educators to child ratios – centre-based services; Centre-based services – general educator qualifications; Illness or absence of a qualified educator who is required to meet the relevant educator to child ratio
Regulation 129-135	Requirements for educators who are early childhood teachers
Regulation 136	First aid qualifications
Regulation 137-143	Approval and determination of qualifications **
Regulation 145-150	Staff and educator records—centre-based services
Regulation 151-152	Records of educators, early childhood teachers
Regulation 46-54	Supervisor certificates
Regulation 55	Quality improvement plans **
Regulation 168 (2)(i)	Policies and procedures are required in relation to staffing including a code of conduct for staff members; determining the responsible person present at the service and the participation of volunteers and students on practicum placements.
General transitional and saving provisions	
Regulation 239	Centre-based service offering a preschool program in a composite class in a school; Centre-based services in remote and very remote areas – attendance of early childhood teachers
Regulation 241-244	Persons taken to hold an approved early childhood teaching qualification; Persons taken to be early childhood teachers; Persons taken to hold an approved diploma level education and care qualification; Persons taken to hold an approved certificate III level education and care qualification
Jurisdiction specific provisions	
Regulation 260-267	ACT – Educator and Qualifications
Regulation 271-272, 278 and 388	NSW – Ratios, teachers and qualifications
Regulation 290 and 294	NT - Qualifications
Regulation 299-300 and 304	QLD – Ratios, teachers and qualifications
Regulation 321, 324, 325, 332-335	SA - Ratios, teachers and qualifications
Regulation 342-343, 349	TAS - Ratios, teachers and qualifications
Regulation 356, 357, 363, 364, 366	VIC - Ratios, teachers and qualifications

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Affinity
Education

Regulation 369, 370,
372, 373, 379

WA - Ratios, teachers and qualifications

Version Control	Date	Author	Description of Change
V4.16	April 2016	AEG	New policy
V1.17	January 2017	AEG	Revision
V2.18	February 2018	AEG	Scheduled review
V2.19	February 2019	AEG	Scheduled review
V2.20	February 2020	AEG	Scheduled review
V2.21	February 2021	AEG	Scheduled review
V2.22	February 2022	AEG	Scheduled review
V2.23	February 2023	AEG	Scheduled review
V12.23	December 2023	AEG	Added RACI and definition
V2.24	February 2024	AEG	Scheduled review
V2.25	February 2025	AEG	Scheduled review
V3.0	May 2026	AEG	Scheduled review – updated section/regulations and added Child Paramountcy Principle

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