



## **Policy: Qualified Staff**

To ensure the highest quality of care is available to children and regulations are adhered to, management at Stepping Stones Child Care Centre has engaged qualified staff first when setting up the staff team. The term "qualified staff" refers to a staff member who has completed a two year full-time or equivalent, post secondary early childhood qualification, which has been approved by the Office of Children, Youth and Families, or one that the Department deems equivalent to the above.

Stepping Stones Child Care Centre has a commitment to providing all staff with opportunities for professional development to enhance existing skills and keep abreast of current trends in early childhood education. A current First Aid Certificate is preferred and current staff will be encouraged to keep updating it before the end of its expiry.

In accordance with licensing conditions, two staff are required on the premises at all times when children are present. In addition, there is 1 adult: 11 children over 3yrs and 1 adult: 5 children under three. Across the centre there is a minimum, one qualified staff member: 15 children under 3yrs and 1 qualified staff member: 22 children over 3yrs.

The Centre has qualified relief staff available for planning, leave absences, etc.

### **Source:**

ACT Centre Based Children's Services, Conditions for Approvals in Principle and License, August 2000.

### **This policy links to the following CCQA Principles:**

Quality Practices Guide (2005) - Principle 7.3 & Principle 7.4

Developed: March 2007  
Last Reviewed: 15.05.2008  
To be Reviewed: May 2009

Reviewed in consultation with staff and parent committee members, current at April 2008.