

LARRAKEYAH PRIMARY SCHOOL OSHC

MEETING AND MAINTAINING STAFF RATIOS POLICY

Staff Ratios and Qualifications

According to National Quality Framework (NQF) a ratio of 1:15 (or part thereof) adult to students must be maintained at all times. Within the overall staffing ratios per day for the service at least 50% of staff must hold or be actively working towards, at least an approved diploma level recognised qualification, - regulation 290 'Centre-based services' General Education Qualifications. THE NQF further instructs there must be at least 1 member of staff (immediately available at all times) who have qualifications in First Aid, Anaphylaxis and Asthma Management training (School based services- regulation 136 (1) and School based services- regulation 136 (2)).

Staff Rosters

Staff rosters will be made on a fortnightly basis, ensuring the student and staff ratios are met at all times. To assist with transparency and accuracy, the student booking numbers as well as further qualifications, First Aid (FA), Anaphylaxis and Asthma Management (AAM) training and Responsible Person (RP) will be added to each day of the staff roster.

Staff	Monday 14th	Tuesday 15th	Wednesday 16th	Thursday 17th	Friday 18th
	8:112	8:111	8:108	8:106	7:105
Director- RP Bach of Primary (WT)	10:00 – 17:30	11:00 – 18:00	10:00 – 16:00	10:00 – 16:00	10:00 – 16:00
2IC- RP Bach of Primary (WT)	16:00 – 18:00		16:00 – 18:00		16:00 – 18:00
Person A- FA, RP Bach of EC Ed (WT)	10:00 – 18:00		12:00– 17:30	14:30 – 17:00	
Person B- FA, RP Masters of Ed (WT)		13:30 – 17:30 30 minutes of training	15:00– 18:00	15:00– 18:00	15:00– 18:00
Person C- FA, AAM, RP Bach of Primary (WT)	14:30 – 17:30	14:00 – 17:30 30 minutes of training	14:30 – 17:30	14:00 – 18:00	
Person D- Masters of Ed (WT)	13:00 – 17:30	11:30 – 17:30 30 minutes of training	13:00 – 17:30	11:30 – 17:30	11:30 – 17:30
Person E- Bach of Primary (WT)		13:00 – 18:00	14:30 – 17:30		14:00 – 17:30 30 minutes of training
Person F- FA Masters of Ed (WT)					
Person G- FA Bach of Sec Ed (WT)	15:00 – 17:30	15:00 – 18:00		15:00 – 17:30	
Person H- FA Bach of EC Ed (WT)	14:30 – 18:00 30 minutes of training			14:30 – 17:30	14:00 – 17:30
Person I- FA	14:00 – 17:30	14:30 – 17:30	14:30 – 17:30	13:00 – 17:30	14:30 – 17:30
Person J-	14:30 – 17:30	14:30 – 17:30	14:00 – 17:30		13:00 – 17:30
Person K-				13:30 – 17:30 30 minutes of training	
Additional Support Staff A	14:45 – 15:00 17 absent @14:45				
Additional Support Staff B	14:45 – 15:45 WWCC, Vacc				
Key: RP- Responsible Person, FA- First Aid, AAM- Asthma and Anaphylaxis Management	Close (6pm Finish)	Office Support	Prep Afternoon Tea (1pm Start)	Set up (2pm Start)	



Staff Absences/Unavailability

Staff are to notify the Director or 2IC as soon as possible to notify of an absence or unavailability.

Maintaining Staff Ratios in times of absence/unavailability

In the event of notification of absence/unavailability the Director will contact any/all non-rostered staff, keeping in mind staffing ratios and qualifications. Should a staff member not be found and/or the qualification requirements cannot be met, the Director is to make contact with the AP or Business Manager responsible for OSHC.

Maintaining Staff Ratios in times of absence/unavailability

In the event that a staff member cannot be found for a shift and/or qualifications cannot be met the Director and School Representative will assign a school staff member to cover the gap (ensuring to check the LPS Back Up staff document). This will be confirmed in writing to the Director, saved in L:\Council\Management\OSHC\QA.4 Staffing Arrangements\Rosters\2022\Back-up Staff and a hard copy printed and attached to the weekly roster.