

Single Staff Model Service

1. Overview

1.1. Purpose

To keep children, team members and all people attending the site safe, this policy outlines Junior Adventures Group's (JAG's) preference for two staff to be in attendance at the Service at any one time. In some unique circumstances, it may be necessary to operate the Service under a single staff model (SSM). This policy outlines the parameters of operation where an SSM is in place.

1.2. Scope

All JAG People are required to comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation.

1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, JAG is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care.

2. Policy Statement

Operating a SSM will only be considered where the Service is required to meet the exceptional needs of the school, families and community. All elements of service delivery will be considered when making a decision about implementing this model.

JAG will make this decision in consultation with the school community.

3. Principles

3.1. Risk Assessment

JAG recognises that in the rare and unique circumstances that an SSM may be required, the decision to deliver an SSM will be based on all factors of delivering a service under this model. A robust risk assessment will be conducted to determine, in discussion with the school community, whether it is a safe option for children and team members. Factors taken into consideration include:

- incident management and reporting dealing with accidents and incidents
- child protection
- venue security
- communication processes
- proximity to other JAG services
- availability of emergency relief educators
- needs of the families and children.

The final decision will be made by management based on risk assessment and recommendations.

3.2. Review of the Model

To ensure the health, safety and wellbeing of each child at the Service, a consistent approach to assessing the initial and ongoing risks will occur, which will consider the unique model and

additional risks and mitigation strategies for the children and team members. Each term, a review of this model will occur at each SSM location to assess the quality and safety of the program and its outcomes to ensure that it is appropriate and meeting the needs of the children, families and JAG People.

3.3. Policies and Procedures

All JAG People will adhere to organisational policies and procedures relating to the provision of education and care of children at all times. Additional tailored information—including practices to ensure safety and a comprehensive induction—will be completed to support this model of education and care. These will complement company-wide policies and procedures.

It is the responsibility of team members to keep up to date with policy and practice changes and apply these in the planning and delivery of the education and care they provide.

The selection and onboarding of team members assigned to the SSM will take into consideration the requirements of the SSM.

3.4. Communication

Regular communication with families and the school is vital to ensure that this model works for everyone involved. This includes proactively seeking feedback from children, families and the school.

3.5. Supervision

Team Members must ensure that adequate supervision is maintained throughout the session. In a SSM, the Responsible Person will ensure that supervision and safety is maintained, especially during transitions.

3.6. Child Safety

We safeguard children through our procedures and practices, with particular attention to their safety and quality of care. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisations. JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practice are continuously reviewed and improved to ensure current legislation is in effect throughout the business..

4. Key Terms

Term	Definition
Single Staff Model Service	Where a service is delivered with one JAG person
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure
Team Members	JAG People who work directly with children.

5. References

Education and Care Services National Law and Regulations
Children Education and Care Services National Law Act 2010
Child Safe Standards
Educational and Care Services National Regulations

National Quality Standards for Early Childhood Education and Care
Other Relevant Legislation
Regulation 84 – Awareness of child protection law
Regulation 90 – Medical conditions policy
Regulation 145 – Staff record
Regulation 147 – Staff members
Regulation 149 – Volunteers and Students
Regulation 150 – Responsible person
Regulation 151 – Record of educators working directly with children
Regulation 168 – Education and care service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available
Regulation 172 – Notification of change to policies or procedures
Related Policies
HR Policies for SSM recruitment, including onboarding, orientation and induction for this scenario
Emergency and Risk Management
Medical Conditions
Incident Management
Related Procedures
02P004 Medical and Health Management
02P008 Emergency and Risk Management
04P001 Single Staff Model Procedures
Other
Quality Area 2, 4, 6 & 7: Standards 2.2, 4.1, 6.2, 7.1
OCG Guide to Child Safe Standards - https://ocg.nsw.gov.au/child-safe-scheme
CCYP Child safe Standards - https://ccyp.vic.gov.au/child-safe-standards/
National Principles for Child Safe Organisations - https://childsafefhumanrights.gov.au/national-principles

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