

# Crèche services on a department site procedure

This is a mandated procedure under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

A crèche service may be provided by a range of department sites and programs including:

- preschools
- children's centres for early childhood development and parenting (children's centres)
- schools
- Learning Together programs to support parents to access parental support
- educational and community activities.

This procedure provides information to support operating a crèche service on a department site.

## Scope

This procedure applies to all department employees that operate from department:

- preschools
- children's centres
- Learning Together programs
- schools.



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# Detail

A crèche service provides short-term care to children where the parent is participating in site activities and is immediately accessible. Parents must remain on site and be available at all times while children are attending the crèche.

## Operating conditions

### Site leader responsibilities

Site leaders are responsible for:

- oversight for the provision of a quality crèche service
- ensuring access to an appropriate space within the facility and age-appropriate equipment and resources, taking into account the service provision obligations of the preschool, children's centre, Learning Together program or school
- ensuring when appointing a department employee as the crèche worker, that preference is given to individuals with an approved early childhood education and care qualification. Refer to [Australian Children's Education & Care Quality Authority qualification requirements](#) for more information
- ensuring departmental policy and procedure are implemented, and where required specific site procedures developed including, but not limited to:
  - [emergency management including bushfire](#) (staff login required)
  - [first aid and infection control standard \(PDF 258KB\)](#)
  - [safety management](#) (staff login required)
  - [security management](#) (staff login required)
  - [critical incidents, injury and hazard reporting](#) (staff login required)
- ensuring crèche workers are aware of relevant local site procedures (such as emergency response procedures, location of first aid kits, fire danger ratings and procedures, notification of incidents, security procedures and evacuation procedures)
- ensuring the [safeguarding children and young people policy](#) is implemented
- conducting a risk assessment and implementing measures to ensure the health and safety of all crèche participants, such as department staff, volunteers, crèche workers and individual children (see risk assessment in [safety management](#) (staff login required))
- ensuring the [occasional care, play centre and crèche enrolment form \(PDF 1.6MB\)](#) is completed and signed by the parent before the child is accepted to the crèche service
- ensuring crèche attendance forms are maintained, using a sign in and sign out sheet
- ensuring all incidents are managed and reported in line with the department's [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)

- ensuring compliance with the requirements of the [procurement governance policy \(PDF 255KB\)](#) when the crèche service is supplied through a third-party provider.

## Child protection

Site leaders are responsible for ensuring:

- relevant screening and suitability requirements are met for non-teaching employees, volunteers and third-party providers at their site in line with departmental policies and procedures – for more information refer to:
  - [working with children check \(WWCC\)](#)
  - [screening and suitability – child safety policy \(PDF 217KB\)](#)
  - the related [screening and suitability – child safety procedure \(PDF 669KB\)](#)
- compliance with the department’s child protection training requirements – refer to [responding to risks of harm, abuse and neglect training – education and care \(RRHAN-EC\)](#) for more information
- all volunteers involved in the provision of the creche fulfill the requirements of the [volunteer policy \(PDF 204KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required) – refer to [organising RRHAN-EC for volunteers](#) for more information.

## Learning Together managers

Where a crèche is operated by the Learning Together program, the Learning Together manager will:

- assume oversight and responsibility for the crèche
- manage the day-to-day requirements in line with the Learning Together program and policy objectives.

## External organisations and service providers

External organisations and service providers providing a crèche from a departmental facility must complete a [community use of school facilities agreement \(PDF 1.4MB\)](#) before the commencement date.

If the external organisation is a government department that has a memorandum of administrative arrangement in place that allows them to operate from specified department sites, a community use of school facilities agreement is not required. For example, Department of Human Services (DHS) staff and programs that operate from children’s centres.

Site leaders must make sure external organisations and service providers comply with the department’s relevant screening and suitability and child protection training requirements. Refer to [child protection requirements in establishing community use agreements \(PDF 314KB\)](#) for more information.

For more information contact Property Services at [education.PropertyServices@sa.gov.au](mailto:education.PropertyServices@sa.gov.au) or phone 8226 1036.

## Staffing

Site leaders and Learning Together managers must follow departmental People and Culture policies and procedures when engaging department employees to undertake additional duties, or to employ relief staff.

## Volunteers

Volunteers make a significant and valuable contribution to a wide range of programs within the department. The [volunteer policy \(PDF 204KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required) must be adhered to when volunteers (including parents) participate in a crèche service.

## Department crèches operating from a non-departmental site

Where a department crèche operates from a non-departmental site, the department site leader or Learning Together manager must make sure:

- a risk assessment of the proposed venue is undertaken to identify any hazards
- they document measures implemented to ensure the health and safety of all participants and staff while the program is in operation.

Contact Work Health and Safety at [education.WHS@sa.gov.au](mailto:education.WHS@sa.gov.au) or phone 8226 1440.

## Insurance

All crèche services provided by the department are covered by the department's [public liability insurance](#) (staff login required).

If the crèche is provided on a departmental site by an external organisation or service provider, the hiring organisation must effect public liability insurance in line with the [community use of school facilities agreement \(PDF 1.4MB\)](#).

Government departments such as DHS and Child and Family Health Service are not required to provide evidence of public liability insurance.

Contact Risk Management at [education.insurance@sa.gov.au](mailto:education.insurance@sa.gov.au) for all general insurance queries.

## Crèche worker-to-child ratio

When operating a department crèche, site leaders or Learning Together managers are responsible for:

- ensuring adequate supervision of children at all times
- the health and safety of all participants including volunteers and workers.

Site leaders must undertake a risk assessment before the crèche operates to determine staffing requirements. This will include consideration of:

- the number, ages and abilities of children
- areas where children will be playing, giving consideration to visibility in the area

- the educator's knowledge of each child and the group of children
- individual children's needs
- the experience, knowledge and skills of the educators, workers and volunteers.

When a crèche operates alongside a department learning program (such as preschool, Learning Together program, occasional care, or long day care) or there is immediate access to a second person nominated by the site leader, the minimum crèche worker-to-child ratios summarised below apply.

If there is not another program operating alongside the crèche or immediate access to a second person nominated by the site leader, then a minimum of 2 crèche workers applies.

### Age group (recommended crèche worker-to-child ratio)

- birth to 2 years (1:4)
- 2 years to 3 years (1:5)
- over 3 years but under school age (1:11)
- school age (1:15).

## Roles and responsibilities

### Head of the Office for the Early Years

Endorse this procedure.

### Director, Early Childhood Services and Strategy

Endorse minor edits to this procedure.

### Early Childhood Programs

Monitor, evaluate and review this procedure.

Provide advice to site leaders and educators to support the provision of crèches.

### Site leader

Lead and manage the quality and outcomes of department crèche services, including a safe and healthy environment for staff, children, volunteers, and parents.

### Crèche workers and volunteers

Comply with this procedure and any associated policies and procedures.

# Definitions

## crèche worker

Crèche worker is a generic term used to describe a range of people that may be involved in the provision of the crèche including department employees and non-department workers.

## guardian

A person who has legal guardianship or custody of a child.

## immediately available

Parents must be accessible and available at all times and must be on site while their children are in the crèche.

## in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- in a de facto relationship with a child's biological parent where they have assumed responsibility for the child
- who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- in an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

## parent

For the purposes of this procedure, the term parent refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- step-parent
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child

removed by a court, Act or law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under the *Family Law Act 1975* is not a person responsible for the child.

## step-parent

A person who is married to the parent of a child born to a previous relationship. A person ceases to be considered a step-parent when their marriage to the child's parent is dissolved by divorce.

## short-term care

Up to 4 hours in any day.

## site leader

A school principal, deputy or assistant principal, preschool director, children's centre for early childhood development and parenting director, head of early years, Learning Together manager or teacher (if an outreach program).

# Supporting information

[Employee and volunteer working with children check – information for leaders and managers](#) (staff login required)

[Insurance](#) (staff login required)

[National Principles for Child Safe Organisations](#)

[Working with children check \(WWCC\)](#)

## Related legislation

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

## Related policies

[First aid and infection control standard \(PDF 258KB\)](#)

[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities procedure](#) (staff login required)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)

[Screening and suitability – child safety policy \(PDF 217KB\)](#)

[Screening and suitability – child safety procedure \(PDF 669KB\)](#)

[Volunteer policy \(PDF 204KB\)](#)

[Volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required)

[Work health and safety policy](#) (staff login required)

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## Contact

Playgroup Services

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