



STAFF PATTERNS - ASSIGNING RESPONSIBILITY

WHAT IS DIFFERENT?

Unlike previous requirements, the CNC requirements set out staffing patterns. One reason for these patterns is to ensure a qualified CNC staff person is accountable for what happens in the program. There are various elements related to staffing patterns.

A Staff with Designated Responsibility (SDR) is responsible for overseeing the operation of the CNC program. The SDR may or may not be included in the staff: child ratio for varying periods of time depending on the size of the program and type of care provided. (CNCR Appendix 5).

The role of the SDR can be fulfilled in a number of different ways. When the SDR is not required to be off ratio all of the time, it means that the time spent off ratio could be dependent on the needs of the program. For example, you might find it best to have the SDR off-ratio every morning, for two full days per week, or maybe even extend their work hours to allow time for administration. Note that whenever the SDR is not on site, another staff member must be assigned to be the person in charge.

The Person in Charge is responsible for the direct operation of the program and is on site during the operation of the program. The SDR may also fulfill the role of Person in Charge.

Under the requirements, two adults must now be on duty at each site where CNC is being provided. When only one qualified staff CNC staff member is required to meet the staff: child ratio, one volunteer working directly with the children may be considered the second adult.

The requirements also specifically set out the limited role that volunteers and coop/practicum students have in a CNC program. Note that a volunteer may be considered the second adult in a program ONLY when the staff: child ratio is met by one qualified CNC staff member.

WHY IS IT IMPORTANT?

It is important for the children to experience a stable, well-managed environment where staff are confident of their roles and problems are resolved efficiently. Because the new model provides for more complex child support programs, it is essential to set staffing patterns that establish clear lines of accountability and accommodate a variety of situations.

DECEMBER 2012



At the same time, it is important to recognize many programs will operate within a relatively simple structure that provides for the care of a relatively small number of children. The requirements make it possible to provide accountability in slightly different ways for programs of varying sizes by:

- Limiting the number of children who can receive care in a program.
- Identifying various amounts of time when a staff member with designated responsibility can be included in the staff: child ratio based on numbers of children.
- Permitting a volunteer to replace a staff member when only one staff member is required to meet the ratio.

Always having at least two adults on duty, including staff with professional qualifications are on duty, ensures that no one is ever alone with the children. This results in:

- Protection for both the children and staff member against abuse or allegations of abuse.
- Staff assisting one another in an emergency or other unforeseen event.

IMPLEMENTATION

- Develop a job description for an SDR in your organization.
- Identify specific duties the SDR will have and procedures for carrying them out.
- Identify the CNC staff member(s) in your organization who are qualified and most capable of assuming the role of SDR in your program or who have applied to fill that role.
- Ensure the CNC staff member(s) you finally choose receive orientation training that focuses on program administration and leadership.
- Review your staffing plan for the programs you offer (see Ratios and Group Sizes). Identify where the SDR fits into the plan. For example, depending on the number of children in your program, the SDR may or may not be counted in your staff: child ratio.
- Provide support to the SDR. You are expecting the SDR to be an important link in the chain of accountability within your organization. Ensure someone in the organization is accountable for supporting the SDR when challenging issues arise.
- If you expect that your SDR will not be on site during the operation of the program be sure that



you identify the Person in charge

- Before you permit a volunteer to be the second adult at a site, when only one qualified staff member is required to meet staff: child ratios, make sure the volunteer has the experience and ability to fill that role.

Special Considerations for Short Term

When offering mobile care off-site, and the person-in-charge at the off-site location is not the SDR, you will need to establish procedures for maintaining communication between the SDR and the person-in-charge.

Special considerations for Combined Care

- Combined care will increase the administration/ registration needed which is essential to managing the risks of the program.
- Ensure that the SDR is scheduled to be off ratio at the appropriate times to allow him/her to assist the CNC staff with the ever changing children and associated documentation.
- The SDR will also need time to work with the Adult program managers to ensure that care is provided according to the plan you have developed.

REQUIREMENTS

5-3 STAFFING PATTERNS

CNC Staff with Designated Responsibility

- a. While CNC is being provided, a qualified CNC staff member has designated responsibility for each CNC program.
- b. When the CNC staff member with designated responsibility is not available, another qualified CNC staff member is delegated to assume responsibility for the program.
- c. A CNC staff member with designated responsibility may be responsible for CNC for a maximum of seventy-two (72) children at any one time.
- d. When long term CNC, combined CNC, or short term CNC is provided in a permanent location, the CNC staff member with designated responsibility is not included in the staff: child ratio for amounts of time set out in Appendix 5.



Person-in-Charge at the Site

- e. While children are present at any CNC site, a qualified CNC staff member is identified as person-in-charge at the site. The person-in-charge at the site may or may not be the CNC staff member with designated responsibility for the program

Adults on Duty at the Site

- f. At all times, at each site where CNC is being provided, at least two (2) adults are on duty at the site, including either two (2) qualified staff members or when only one (1) qualified staff member is required to meet the staff: child ratio, one (1) qualified staff member and one (1) volunteer working directly with the children.

Volunteers and Coop/Practicum Students

- g. An adult volunteer or coop/practicum student
 - 1. Assists paid CNC staff;
 - 2. Works directly with the children only under the supervision of paid CNC staff;
 - 3. Is never alone with a child; and
 - 4. Is not counted in the staff: child ratio.

APPENDIX 5: STAFF WITH DESIGNATED RESPONSIBILITY (SDR)

When long term CNC, combined CNC, or short term CNC is provided in a permanent location, a CNC staff member with designated responsibility is not included in the staff: child ratio for the following amounts of time:

| Number of Children | Long Term CNC | Short Term CNC | Combined CNC |
|--------------------|------------------------|------------------------|------------------------|
| 1 - 32 | No off ratio time | No off ratio time | Off ratio 25% of time |
| 33 to 48 | Off ratio 25% of time | Off ratio 25% of time | Off ratio 50% of time |
| 49 to 72 | Off ratio 100% of time | Off ratio 100% of time | Off ratio 100% of time |

