



Governance Educators

NQS Element 7.1.2 Management systems

NQS Element 7.1.3 Roles and responsibilities

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = **Embedded** I do that **ALL** the time

K = I **know** I need to do that, but I don't do it all the time

T = Please **teach** me how to do it or improve my understanding of why I need to do it.

ED1 ED2 ED3 ED4 ED5

Compliance

Do you speak with team members when you notice them behaving in a way which doesn't meet the Regs, NQS or Code of Conduct?					
Do you always supervise children adequately?					
Do you always notify parents the same day that an incident or injury occurs?					
Do you only administer medication if parents have authorised this in writing?					
Do you only take children's photos if parents have authorised this in writing?					
Do you only let children leave the service with people who are authorised to collect child?					
Do you always notify Child Protection Services if you are concerned for a child's safety?					
Are you aware of all court/parenting orders affecting children at the service?					
Do you always make sure ratios are maintained?					
Do you understand how to do your job so you comply with the Regulations, NQS and Code of Conduct?					
Do you look up the Regs if you're not sure about something?					

Behaviour

Do you report only to one manager eg Room/Group Leader?					
Do you regularly talk with parents about their child's learning ie needs and achievements?					
Do you always follow the complaint procedure if there's an issue of concern you can't resolve?					
Do you always use your personal social media for personal activities only ie never post information about the service or photos of children?					
Do you always take action to promote work, health and safety at the service eg clean spills, remove hazards, comply with cleaning schedules					
Do you always meet the requirements of your position description?					
Do you attend and contribute to regular staff meetings and team meetings?					
Do you contribute to the Quality Improvement Plan?					
Do you mentor less experienced educators and trainees to help them meet the Regs, NQS and Code of Conduct?					
Do you always report fraudulent or inappropriate behaviour if you're aware of it?					



Actions required