



# Governance Nominated Supervisor

## NQS Element 7.1.2 Management systems

## NQS Element 7.1.3 Roles and responsibilities

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Compliance

Do you speak with staff when you notice them behaving in a way which doesn't meet the Regs, NQS or Code of Conduct?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure all staff comply with service policies and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always notify the Regulatory Authority within 24 hours of a serious incident?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always notify the Regulatory Authority within 24 hours of any serious complaint about the health, safety and welfare of a child or that the regs have been breached	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure staff only act in accordance with families' authorisations eg when allowing children to leave, administering medications etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you securely store records for required timeframes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators and staff can only access information they need to do their job?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always notify Child Protection Services if you are concerned for a child's safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you aware of all court/parenting orders affecting children at the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always make sure ratios are maintained?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Behaviour

Do you manage the service budget against key performance indicators eg fees always up to date?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have you put measures in place to limit access to the service social media account?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there measures in place to secure service IT systems and physical information records?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all staff report only to one manager eg Room/Group Leader?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you manage the performance of staff who are not meeting minimum standards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage families and staff to use the complaint procedure if there's an issue of concern they can't resolve?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you diarise to make sure regular checks are carried out eg on children's medication, first aid kit, hazardous materials, service vehicles?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always take action to promote work, health and safety at the service eg remove hazards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always meet the requirements of your position description?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you organise regular staff meetings?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure minutes of meetings are recorded?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly update the Quality Improvement Plan?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there activities which encourage families to participate in service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you report fraudulent or illegal activity to the Police?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



## Actions required