



# Management Systems Educators

## NQS Element 7.1.2 Management systems

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
<b>Practices</b>					
Do you complete risk assessments to manage potential risks eg bottle warming, new equipment, relevant learning activities?					
Do you only access your own personal information or information you need to do your job?					
Do you share curriculum information in a way that respects the privacy of children and their families?					
Do you refer to the National Law and Regs, and your policies and procedures when you're unsure what is required or how to do something?					
Do you always make notifications within the timeframes required under the National Law and Regs eg notify serious incident within 24 hours, notify parents of incident within 24 hours?					
Do you always follow all service policies and procedures, including those dealing with social media, technology, privacy, tobacco alcohol and drugs, broken resources, incidents/accidents, supervision and child protection?					
Do you always ask someone to explain a Policy or Reg requirement you don't understand?					
Do you use the complaints procedure if unable to resolve a complaint directly with the person concerned?					
Do you analyse incidents/accidents at the service and make improvements to practice/premises where relevant?					
Do you regularly contribute to the strengths and improvement sections of your Service QIP?					
Are you clear about who your supervisor is, and who you should give feedback to or discuss concerns with?					
Do you feel adequately supported eg coaching, mentoring, training is provided if needed?					
<b>Communication</b>					
Do you offer feedback about service operations, policies and procedures during staff meetings if relevant?					
Do you give feedback and discuss concerns with your Supervisor (you must be clear who this is)?					
Do you ensure relevant information about children and families is passed on to your room/group leader or Nominated Supervisor?					
Do you ask for support if needed eg coaching, mentoring, training?					

### Actions required

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