

Management Systems Nominated Supervisor

NQS Element 7.1.2 Management systems

Date: _____

Name of the person conducting the checklist: _____

Practices

Is there evidence risk assessments are carried out to manage potential risks eg new equipment, excursions, relevant learning activities, renovations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have secure storage systems in place so staff and families can only access their own personal information or in the case of staff, information they need to do their job?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you regularly check admin reports and processes to make sure the National Law and Regs, NQS and other relevant laws eg Family Law (CCS) are complied with?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you refer to the National Law and Regs, and your policies and procedures to make sure you notify the Regulatory Authority where required within the specified timeframes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do your management systems include reliable tools to ensure requirements like audits and information updates are met eg checklists, procedures, diary notes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a written complaints procedure which all staff and families know about and can confidently use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that incidents/accidents at the service are analysed and improvements to practice/premises made where relevant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that you use your management systems and tools to continually improve service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence of improvements to service operations in your Quality Improvement Plan (QIP)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all educators and staff regularly contribute to the strengths and improvement sections of the QIP?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can all staff and families easily access Service policies and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence all staff and families are involved in reviewing Service policies and procedures, and advised when these change?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you implement robust recruitment practices which ensure candidates are 'fit and proper', as well as having the skills and values which meet service requirements?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you implement effective practices to minimise the potential for staffing issues eg do you effectively manage underperformance, have a reliable pool of relief staff, consider staff strengths and personalities when putting together teams, have a written, detailed induction procedure, ensure staff receive coaching/training if needed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there's clear reporting relationships, and that each staff member has only one direct supervisor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that you regularly organise refresher training in relevant areas eg child protection, use of emergency equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Communication

Is there evidence you regularly hold staff meetings which cover things like work, health and safety, child protection and changes to management systems where relevant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you provide opportunities for staff and families to offer feedback about service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Do you ensure relevant information about children and families is passed on to room/group leaders and educators?

Yes No NA

Actions required