



Nominated Supervisor Responsibilities Service Operations Nominated Supervisor

NQS Element 2.2.2 Incident and emergency management

NQS Element 3.1.1 Fit for purpose

NQS Element 3.1.2 Upkeep

NQS Element 4.2.2 Professional standards

NQS Element 6.1.3 Families are supported

NQS Element 6.2.3 Community engagement

NQS Element 7.1.2 Management systems

NQS Element 7.2.1 Continuous improvement

NQS Element 7.2.3 Development of professionals

NB There are other responsibilities. This is not intended to cover all Director responsibilities

Name of the person conducting the checklist: _____ Date: _____

Meetings

Do you regularly

- meet with the Educational Leader/Group Leaders to discuss programming and children’s needs/interests? Yes No NA
- meet with Group Leader to review how well placement of furniture/equipment and outdoor spaces are working? Yes No NA
- meet with Group Leader to talk about ways to improve play areas or resources? Yes No NA
- hold staff meetings which include work, health and safety information and a review of relevant policies and procedures? Yes No NA

Communication

Have you developed a plan to regularly communicate with families eg by email, social media, newsletter etc? Yes No NA

Learning

- Do you diarise to regularly review children’s learning documentation (eg every month)? Yes No NA
- Do you make sure learning is based on each child’s developmental needs, interests and experiences? Yes No NA
- Do you pass information received about children’s lives and interests on to Group Leaders/educators? Yes No NA
- Do you make sure each child is able and encouraged to participate in the program eg by modifying the environment where possible and/or providing access to appropriate support? Yes No NA
- Do you budget for resources which promote children’s culture and interests? Yes No NA
- Do you use relationships developed with other groups/ organisations to help educators plan programs that connect children with their everyday lives? Yes No NA
- Do you organise excursions to extend learning and connect children to their community? Yes No NA

Professional Development

Do you regularly:

- organise mentoring/training for educators who need help implementing MTOP? Yes No NA
- provide professional development/training opportunities for all employees or to meet specific employee development needs? Yes No NA



Do you have written professional development/training plans for employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you maintain subscriptions to organisations providing professional development?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Teamwork and Continuous Improvement			
Do you include ideas and feedback from all families to help build your QIP eg use issues raised at parent meetings/ information nights, feedback forms, conversations, responses to displays of information	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly (weekly) include ideas and feedback from all employees to help build your QIP eg use Centre Support weekly learning activities to gather feedback/ideas from educators?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Service premises			
Do you make sure the service is always clean, uncluttered and visually appealing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure there's current information displayed about local services, activities, groups and parenting?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement a building and equipment maintenance program?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Administration and Regulations			
Do you implement a diary note system to ensure necessary actions occur eg reminding families to update child's medical information, checking first aid kits and hazardous substances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure ratios are always met?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure records of incidents, administration of medication etc are filed appropriately in registers/folders of the same name?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you clear about what incidents and complaints need to be reported to Regulatory Authority and in what time frame (refer Incident, Injury, Trauma and Illness Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure families pay their fees on time eg do not accrue debts to the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement emergency response rehearsals for each potential emergency at least once every 3 months?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a medical management plan, medical risk minimisation plan and medical communication plan for each child with a specific health care need, allergy or medical condition?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Policies and Procedures			
Do you ensure all employees and volunteers follow service police and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you follow the service grievance procedure and deal quickly and impartially with all complaints from families or employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure all staff only report to one manager?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you respect the reporting arrangements which should apply at the service eg all staff report to only one manager meaning educators report to their Group Leader not you?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you set clear procedures and expectations so there is no need to micro-manage every situation that may arise?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Staffing and Leadership			
Do you consider each employee's skills, experience and preferences when developing rosters and allocating staff eg pairing new staff with experienced staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you understand the difference between managing a service and leading a service (operational versus inspiring staff in a shared vision) and encourage staff to be their very best and continually improve?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always model positive and respectful interactions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage teamwork and implement activities to promote effective teamwork (eg training or social activities)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you actively manage the performance of staff who aren't meeting expectations/standards you or their Group Leader set?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Actions required

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