

Nominated Supervisor Responsibilities Nominated Supervisor

NQS Element 1.3.1 Assessment and planning cycle

NQS Element 2.2.1 Supervision

NQS Element 2.2.2 Incident and emergency management

NQS Element 2.2.3 Child protection

NQS Element 3.1.2 Upkeep

NQS Element 6.2.2 Access and participation

NQS Element 7.1.2 Management systems

NB There are other responsibilities. This is not an exhaustive list.

Date: _____

Name of the person conducting the checklist: _____

Staffing

| | | | |
|---|---------------------------|--------------------------|--------------------------|
| Have persons placed in day to day charge consented to this appointment in writing? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you have a notice in the entry of the service that identifies who the responsible person is at any given time? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Has the approved the provider designated the Educational Leader in writing? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you have evidence that employees' first aid, asthma and anaphylaxis qualifications are current? (They must be updated at least every three years , and the first aid certificate may specify additional requirements to keep it valid eg CPR may need to be completed every 12 months) | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you have evidence that all employees have current working with children clearances? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are educator to child ratios met at all times, including during rest periods? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are qualification requirements met at all times? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

Safety

| | | | |
|---|---------------------------|--------------------------|--------------------------|
| Is a risk assessment undertaken before obtaining written authorisations from parents for excursions? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are risk assessment conducted to identify and manage all potential emergencies? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure employees are not impaired by medication, drugs (including illicit drugs) or alcohol, and immediately remove them from the service if they are? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure food is stored and prepared safely in accordance with service policies and procedures? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you implement procedures to maintain the safety of buildings and equipment? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure the service is clean and hygienic in accordance with service policies and procedures? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you actively implement policies and procedures to prevent the spread of infectious diseases? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure supervision is adequate at all times, and engage extra adults/educators to supervise children where necessary? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure medication is only administered if it's authorised? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure all visitors or never left alone with children? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are children only allowed to leave premises with people authorised to collect child? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

Practices

| | | | |
|---|---------------------------|--------------------------|--------------------------|
| Do you seek families' permission to liaise with external professionals to support the participation and learning of children with additional needs? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
|---|---------------------------|--------------------------|--------------------------|



| | | | |
|---|---------------------------|--------------------------|--------------------------|
| Do you liaise with Inclusion Agencies to support the participation of children with additional needs? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure there are quiet activities available for children who do not need/wish to rest or relax? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you notify the Regulatory Authority within 24 hours of any serious incidents or complaints that the safety, health or wellbeing of a child is being compromised? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you organise professional development for employees to increase and refresh their knowledge? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure there's an adequate amount of nutritious food provided to each child? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do you ensure clean drinking water can always be accessed by children? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is a weekly menu displayed? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is the curriculum always based on the MTOP learning framework? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is the curriculum based on the developmental needs, interests and experiences of each child? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Does the curriculum take into account each child's individual differences? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

Actions required