

Organisation of Educators Nominated Supervisor

NQS Element 4.1.1 Organisation of educators

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

Practice

Do you ensure ratios are always maintained, including when staff take breaks for meals, programming, administration, interviews etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure other staff or adults are present if ratios don't provide adequate supervision or meet children's needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there written induction procedures which are always implemented to ensure new or relief staff quickly become valued and effective team members?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you advise families before they arrive (where possible) if a different educator will be caring for their child during the session?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you provide educators with non-contact time for things like programming and meetings eg with families, other professionals including inclusion support?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there's always at least one first aid qualified staff member present?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure qualification requirements are always maintained?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Reflection

Do you reflect on the way educators are organised and implement changes which promote children's learning or sense of belonging eg excursions, during activity set ups or pack aways?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you develop rosters and assign staff to rooms/groups taking into account staff interests and strengths?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you consider children's relationships and familiarity with educators when developing rosters and assigning staff to rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you consider comments about staff made by families or community members when developing rosters and assigning staff to rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required