

## 7.1.3

### Roles and responsibilities

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Week 25  
12.8.2024

Section 8. Role of the Educational Leader (Educational Leader)  
Detailed guidelines for the Educational Leader.



## Law & Regs

### Law Section 165: Inadequate Supervision

- Fine: \$11,400 (individual), \$57,400 (organisation)
- Requirement: Ensure children are adequately supervised at all times.

### Law Section 167: Protection from Harm and Hazards

- Fine: \$11,400 (individual), \$57,400 (organisation)
- Requirement: Take reasonable precautions to protect children from harm and hazards.

### Regulation 77: Health, Hygiene, and Safe Food Practices

- Fine: \$2,200
- Requirement: Implement health, hygiene, and safe food practices to minimise risks.

### Regulation 83: Alcohol and Drugs

- Fine: \$2,200
- Requirement: Ensure staff and volunteers are not impaired by alcohol or drugs.

### Regulation 84: Child Protection Law Awareness

- Fine: \$1,100
- Requirement: Inform staff about child protection laws and their obligations.

### Regulation 86: Notification to Parents

- Fine: \$2,200
- Requirement: Notify parents within 24 hours of any incident, injury, trauma, or illness involving their child.

### Regulation 87: Incident Records

- Requirement: Keep records of all incidents, injuries, trauma, and illness.

### Regulation 103: Safety, Cleanliness, and Maintenance

- Fine: \$2,200
- Requirement: Ensure premises, equipment, and furniture are safe, clean, and in good repair.

### Regulation 170: Policies and Procedures

- Fine: \$1,100
- Requirement: Ensure all staff and volunteers follow the required policies and procedures.

## Why is the element important?

Element 7.1.3 Roles and Responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service. Educators understood this to mean that they should have a clear understanding of:

- their roles, responsibilities and expectations for their performance
- the staffing structure. There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.
- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Use this video to learn more about the element. Click here to watch the video <https://vimeo.com/manage/videos/513308746/970349dc0a>
- (4) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (5) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (6) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.



## Compliance test for educators

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Millie asks if there's any document that clearly says what their responsibilities are. Is there?		
Miss Melissa asks if educators are responsible for managing risk at the service. Please respond.		
Miss Simone says it's just the cook that needs to understand safe food handling. Is she correct?		
Mr Locky says it's fair enough to ban alcohol and tobacco from the service, but what about prescription medicine if someone's affected by that? Please respond.		
Miss Riana asks if they always have to complete an Incident Record for something relatively minor eg removal of a splinter. Do they?		
Miss Anna says she does a certain thing her way because it's better than the way outlined in the relevant Policy. Is this okay?		

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## Roles and responsibilities

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Detailed guidelines for the Educational Leader.

### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 12.8.24	Met educators individually to review goals for prof develop	Educators	Discussed their professional development goals and areas for improvement.	Schedule regular one-on-one sessions to provide ongoing support and track progress.
Monday 12.8.24				
Tuesday 13.8.24				
Wednesday 14.8.24				
Thursday 15.8.24				
Friday 16.8.24				

General thoughts or ideas



## **Compliance test for educators ANSWERS for this week.**

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Millie asks if there's any document that clearly says what their responsibilities are. Is there?	A staff member's responsibilities should be clearly spelt out in their job description – it may say something about following all legal instructions from managers, and correctly and completely implementing the National Law/Regs, NQS and EYLF/MTOP. When in doubt – refer to these – or the Guide to the NQF and EYLF/MTOP.	
Miss Melissa asks if educators are responsible for managing risk at the service. Please respond.	The Approved Provider and all staff and volunteers have a responsibility to manage risk. Educators need to always be on the lookout for potential risks, and take action to remove the risk or reduce it to an acceptable level. Risks may relate, for example, to the environment, visitors, activities and events. Risky activities/events and excursions or transportation of children must not be implemented without a risk assessment..	
Miss Simone says it's just the cook that needs to understand safe food handling. Is she correct?	No. All staff and volunteers must be aware of safe food handling practices if the service provides food – it's not just the cook that handles or manages food, for example, in the rooms or during cooking activities.	
Mr Locky says it's fair enough to ban alcohol and tobacco from the service, but what about prescription medicine if someone's affected by that? Please respond.	Reg 83 says staff and volunteers must not be affected by alcohol or drugs ( <i>including prescription medication</i> ) which impairs their capacity to supervise or provide education and care.	
Miss Riana asks if they always have to complete an Incident Record for something relatively minor eg removal of a splinter. Do they?	Yes – the incident may have unforeseen outcomes eg the child may have an infection, go to hospital, or have another injury related to the first but not initially identified. How will you explain the absence of an Incident Record when parents complain or the Department investigates?	
Miss Anna says she does a certain thing her way because it's better than the way outlined in the relevant Policy. Is this okay?	No. Reg 170 says all staff and volunteers must follow the policies and procedures required under Reg 168. <b>Recently a Service in WA was fined \$12,500 for leaving a child on a bus. The investigation found that despite the service having transportation policies, procedures and risk assessment in place, and training for staff, it had no monitoring systems in place to ensure staff followed these procedures.</b>	