

7.1.2

Management systems

Systems are in place to manage risk and enable the effective management and operation of a quality service.

Week 24
5.8.2024

Section 9. Management vs Leadership

(Nominated Supervisor, Educational Leader, Room Leaders).



Room Leader

Aspect	Room Leader's Management Role	Room Leader's Leadership Role
Element 7.1.2: Management systems	Implement systems to identify and manage risk and conduct regular risk assessments.	Inspire educators to uphold high standards of safety and quality. Foster continuous improvement and reflective practices.
Sections 165-172 Various offences	Ensure compliance with regulations regarding supervision, protection from harm, and program requirements.	Lead training on regulations to ensure all educators comply. Create a safe and respectful environment.
Notifications to regulatory authority	Notify the Nominated Supervisor, serious incidents, and complaints promptly.	Foster a culture of transparency and accountability. Encourage prompt incident reporting.
Regulations 158-179 Records management	Keep accurate and secure records of class attendance, health information, medication.	Guide educators on record-keeping and confidentiality. Use records for continuous improvement.
Regulations 180-185 Confidentiality	Ensure records are stored securely and confidentiality is maintained.	Champion privacy and data security. Educate the team on best practices for handling confidential information.
Complaints management system	Use complaints management system. Ensure complaints are documented.	Create an open environment for raising concerns. Use feedback from complaints for service improvement.
Documented policies and procedures	Ensure all policies and procedures regularly reviewed.	Engage educators and families in the policy review process. Promote understanding and consistent implementation.
Assessment guide for Element 7.1.2	Maintain records such as, child assessments, and incident records for assessment.	Prepare the team for assessments by fostering readiness and continuous improvement. Encourage accurate record-keeping.
Health and safety policies	Implement and review health and safety policies, including nutrition, sun protection, sleep, water safety, and first aid.	Lead health and safety initiatives. Educate and empower educators to follow best practices. Use policies to create a nurturing and secure environment.

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Educational Leader

Aspect	Educational Leader's Management Role	Educational Leader's Leadership Role
Element 7.1.2: Management systems	Support the implementation of systems to manage risk and ensure effective service operation.	Inspire educators to maintain high standards of safety and quality. Foster a culture of continuous improvement and reflective practices.
Professional Development	Organise and manage ongoing professional development opportunities for educators.	Lead training sessions to enhance educators' skills and knowledge. Encourage reflective practice and professional growth.
Curriculum Planning	Assist educators in planning and implementing an effective curriculum. Ensure the curriculum meets regulatory requirements and supports children's learning and development.	Mentor educators in best practices for curriculum development. Foster innovation and creativity in educational programming.
Reflective Practice	Implement reflective practice sessions for educators to evaluate the effectiveness of their teaching strategies.	Lead reflective practice discussions. Encourage a collaborative approach to identifying areas for improvement and celebrating successes.
Child Assessments and Documentation	Ensure child assessments and documentation are conducted regularly and accurately. Support educators in understanding and using assessment tools effectively.	Guide educators in interpreting assessment data to inform planning and teaching. Promote the use of documentation to track children's progress and plan for their individual needs.
Compliance with Regulations	Assist educators in understanding and complying with National Law, Regulations, and service policies related to educational programs.	Lead by example in adhering to regulations and policies. Educate the team on regulatory changes and ensure compliance in educational practices.
Family Engagement	Develop and implement strategies to engage families in the educational program. Ensure families are informed and involved in their children's learning.	Lead initiatives to build strong partnerships with families. Encourage educators to communicate regularly with families and involve them in the learning process.
Quality Improvement Plan (QIP)	Contribute to the development and implementation of the service's Quality Improvement Plan. Ensure the QIP reflects best practices in education and care.	Guide educators in contributing to the QIP. Promote a culture of continuous improvement and excellence in educational programming.
Support for Educators	Provide ongoing support and mentorship to educators. Address their concerns and help them overcome challenges in delivering the curriculum.	Foster a supportive and collaborative team environment. Encourage educators to share ideas and strategies for improving educational outcomes.
Resource Management	Assist in the selection and organisation of educational resources. Ensure resources are used effectively to support the curriculum and children's learning.	Lead efforts to evaluate and improve the use of educational resources. Encourage creative and innovative use of materials to enhance learning experiences.
Assessment guide for Element 7.1.2	Support educators in maintaining records required for assessment, such as child assessments, program documentation, and incident records.	Prepare the team for assessments by fostering readiness and continuous improvement. Encourage accurate and comprehensive record-keeping.
Health and Safety in Education	Ensure educational activities comply with health and safety standards. Support educators in implementing safe practices in their teaching.	Lead by example in promoting health and safety in educational settings. Educate the team on best practices and regulatory requirements related to health and safety.

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Nominated Supervisor

Aspect	Nominated Supervisor's Management Role	Nominated Supervisor's Leadership Role
Element 7.1.2: Management systems	Implement systems to manage risk and ensure effective service operation. Conduct regular risk assessments and maintain compliance with National Law and Regulations.	Inspire a culture of continuous improvement. Foster high standards of safety, quality, and compliance among staff.
Section 21 Reassessment of fitness	Ensure all staff maintain their fitness and propriety status through regular reviews and updates.	Lead by example in maintaining professional standards. Promote ongoing professional development.
Section 51(2) Conditions on service approval	Ensure compliance with conditions on service approval, particularly for family day care (FDC) co-ordinators.	Advocate for and support FDC co-ordinators in meeting service approval conditions. Provide necessary resources and training.
Sections 56 & 56A Supervisor changes	Notify the regulatory authority of any changes in the nominated supervisor's details promptly.	Communicate leadership changes effectively to staff and families. Ensure smooth transitions by supporting new supervisors.
Sections 161-162A Supervision requirements	Ensure a nominated supervisor is always present. Confirm that all supervisors meet minimum requirements and have child protection training.	Promote a child-safe environment. Lead discussions on the importance of supervision and child protection.
Sections 165-172 Various offences	Ensure compliance with regulations regarding supervision, discipline, protection from harm, program requirements, and unauthorised persons on premises.	Lead training sessions on these regulations to ensure all educators understand and comply. Create a safe and respectful environment for children and staff.
Sections 173-176 Notifications to regulatory authority	Notify the regulatory authority of significant changes, serious incidents, and complaints promptly. Maintain accurate records of these notifications.	Foster a culture of transparency and accountability. Encourage educators to report incidents and changes promptly.
Section 188 Engagement of prohibited persons	Verify that no prohibited persons are engaged in the service. Conduct thorough background checks and maintain up-to-date records.	Lead initiatives to maintain a safe environment by ensuring all staff and volunteers are properly vetted. Promote the importance of child safety within the team.
Regulation 158-179 Records management	Keep accurate records of children's attendance, enrolment, health information, visitors, and compliance history. Ensure records are confidential and stored securely.	Guide educators on the importance of meticulous record-keeping. Ensure all staff understand and adhere to confidentiality policies. Use record-keeping as a tool for continuous improvement and quality assurance.
Regulation 180-185 Confidentiality	Ensure all records are stored securely and confidentiality is maintained. Regularly review and update record-keeping practices to comply with regulations.	Champion the importance of privacy and data security. Educate the team on best practices for handling confidential information. Build trust with families by maintaining high standards of confidentiality.
Administrative systems	Implement efficient administrative systems for compliance with National Law and Regulations. Maintain effective communication with the regulatory authority.	Lead by example in using administrative systems effectively. Mentor educators in using these systems to enhance their planning, evaluation, and communication efforts.

Complaints management system	Establish and maintain an effective complaints management system. Ensure all complaints are documented, investigated, and resolved promptly.	Create an open and supportive environment where educators, families, and the community feel comfortable raising concerns. Use feedback from complaints to drive improvements and enhance service quality.
Documented policies and procedures	Ensure all policies and procedures are well-documented, regularly reviewed, and easily accessible. Implement changes to policies based on feedback and regulatory updates.	Engage educators and families in the policy review process. Promote a shared understanding of policies and procedures to ensure consistent implementation.
Risk management and staff fitness	Conduct thorough recruitment processes, including background checks and reference verification, to ensure all staff are fit and proper. Regularly reassess staff fitness and propriety.	Lead efforts to create a safe and supportive workplace. Encourage staff to uphold high standards of conduct and professionalism. Foster a culture of ongoing assessment and improvement to ensure the safety and wellbeing of children and staff.
Assessment guide for Element 7.1.2	Ensure records such as public liability insurance, Quality Improvement Plan, child assessments, incident records, and staff records are up-to-date and accessible for assessment.	Prepare the team for assessments by fostering a culture of readiness and continuous improvement. Encourage accurate and comprehensive record-keeping.
Notifications to the regulatory authority	Implement a clear process for notifying the regulatory authority about relevant changes, serious incidents, and complaints. Ensure all notifications are made within required timeframes.	Educate and empower educators to understand and fulfill their responsibilities regarding notifications. Promote a proactive approach to compliance and transparency. Use notifications as an opportunity to reflect on and improve service practices.
Fit and proper staff	Maintain a rigorous system for assessing and documenting the fitness and propriety of all staff, including ongoing checks and reassessments. Ensure compliance with child protection legislation.	Lead by example in maintaining high standards for staff fitness and propriety. Support the team in understanding their responsibilities and the importance of these standards. Foster a culture of safety, integrity, and continuous professional development.
Complaints management	Ensure a documented grievance and complaints management procedure is in place and followed. Investigate and document grievances promptly and fairly, and amend policies as required based on findings.	Foster a supportive environment where staff and families feel comfortable raising concerns. Lead by example in handling complaints with empathy and fairness. Use the resolution of complaints as an opportunity for growth and improvement, ensuring lessons learned are incorporated into future practices and policies.
Documented policies and procedures	Ensure the service's practices are consistent with documented policies and procedures. Regularly review and update these documents, ensuring they are accessible to all staff and families.	Engage the team in the review and development of policies and procedures. Promote a culture of shared understanding and commitment to the service's policies. Use policy reviews as an opportunity for team-building and professional growth, ensuring everyone is aligned with the service's vision and goals.
Health and safety policies and procedures	Ensure the implementation and regular review of health and safety policies, including those related to nutrition, sun protection, sleep and rest, water safety, and the administration of first aid.	Lead initiatives to promote health and safety within the service. Educate and empower educators to follow best practices in health and safety. Use health and safety policies as a foundation for creating a nurturing and secure environment for children and staff.