

## Regulation & policy updates

Are you prepared for changes to the regs from Sept 1, 2013?

Do you need a Cert III by 2014?

WHS:  
Chemical  
Safety

TRAINING ROLE  
Special Project  
Children's Services  
North Central NSW  
EYLF: planning  
& evaluating

**Nom Sup  
PAY RATES**

**Training  
Calendar**

Which events in August and Sept are relevant to your team of educators?

Are your policies up-to-date?



# Regulation and Policy Updates

## Prepared for changes to National Regulations on September, 1 2013?

Are you prepared for all of the changes to the Education and Care Services National Regulations coming into effect on September 1, 2013?

Existing Centre Support customers who receive the Weekly Tasks or have purchased the NQF Policy Pack will receive automatic policy updates in time for September 1, 2013.

## Which policies will change?

Each state and territory will be affected by the changes that start on September, 1, 2013. We will be updating the following policies:

- o Emergency Management and Evacuation Policy
- o Immunisation and Disease Prevention Policy
- o Incident, Injury, Trauma & Illness Policy
- o Infectious Diseases Policy
- o Staffing Arrangements Policy
- o Record Keeping and Retention Policy

## What are the amendments?

- o clarifying the definition of a 'serious incident'
- o reducing the amount of paperwork providers need to show when they want to temporarily relocate a centre-based service for less than 12 months, or to locate the service on a school site.
- o clarifying the regulation requiring the rehearsal of emergency and evacuation procedures every three months.
- o making it easier for educators who gained their qualification overseas to have it assessed for equivalence.
- o changing the way centre-based service providers apply to temporarily waive space, educator-to-child ratio and early childhood teacher requirements for extra children in an emergency situation. (Source: [ACECQA](#))

## How do you update your policies?

Centre Support has a research team dedicated to updating and reviewing policies throughout the year.

Nominated Supervisors using Centre Support's [NQF Policy Pack](#) can be 100% certain they'll meet the NQS and still have a life with their families.

We provide policies for LDC, preschools, kindergartens, OSHC and FDC. 51% of long day care centres that achieved EXCEEDING are Centre Support customers. \$500 per package. Visit our website for [more info](#).

Here's how we can save you 21 hours of work for this policy update alone:

### 1. Scope What is Required

Robyn is our Policy Coordinator. Robyn has 15 years experience as a policy writer and adviser to the NSW Government. First Robyn scopes exactly what is required for each policy based on the NQS, National Regulations, National Law, Early Years Learning Framework, best practice guides and any additional/relevant legislation.

### 2. Research Information

Robyn then researches all of the information in our head office, without the interruptions experienced each day by busy Nominated Supervisors.

Robyn visits all of the government websites (to research relevant laws and best practice guides). For example: Food Standards Australia New Zealand, WorkCover, Australian/New Zealand Standards, Food Authority, SafeWork Australia, National Health and Medical Research Council and Health Departments.

Then visits all the non-government websites. For example: Sids and Kids, Cancer Council, Asthma Australia, National Asthma Organisation, Australasian Society of Clinical Immunology and Allergy, Australian Diabetes Council and Dental Association Australia.

### 3. Ensure Info is Current

There's an enormous amount of information available online. Robyn crosschecks the information to make sure it's current for you and your state/territory.

### 4. Ensure Info is Relevant

Some of the states and territories have unique requirements for policies. Robyn sorts through all of the information to ensure it's all relevant to your service.

### 5. Simplify the Info

The vast amount and complex nature of all the information is then simplified. It's important that each educator can understand the policy. Robyn writes in a way that user-friendly and easily adapted to your service.

### 6. Write/Update the Policy

Policies are then written and structured to best meet the requirements of the NQF and your service type (long day care/preschools/kinders, family day care or outside school hours care).

### 7. Ensure Consistency

All of our policies are consistently structured, written in the same style so it's easy for your educators to be familiar with the information.

**If you'd like to save 13 hours of your time updating policies, [contact](#) Centre Support today.**



# Policy Warning

## Have you been affected?

We are deeply concerned that your centre may have **bought outdated policies** being sold by Alina Dan which are the property of Centre Support Pty Ltd, from 2009/10.

**These policies no longer meet the National Quality Framework or current Laws/Regulations.** Alina Dan has **infringed Copyright Law** by selling Centre Support's outdated policies – refer example below.

We are concerned that centres have paid three times our price for outdated and illegal policies which do not comply with the NQF and also infringe copyright.

## But if you have, Centre Support can help you.

Remember that if you're in possession of Alina Dan's 'Policies and Procedures Manual', you're in possession of copyright infringed material owned by Centre Support. How we can help you:

1. **If you've purchased Alina Dan's policies and procedures, immediately contact Centre Support** on 1800 440 102 or [admin@centresupport.com.au](mailto:admin@centresupport.com.au). You'll only need to contact us if you're in possession of Alina Dan's policies.
2. Unfortunately, Alina Dan has now put you in a compromising situation. **You possess copyright infringing materials.** According to the [Australian Copyright Council](#) (Information Sheet G063v09), it may be a criminal offence to "possess an article that infringes copyright". We request that infringing copies of Alina Dan's policies are emailed or sent to PO Box 3378 BANGOR NSW 2234.
3. **Immediately stop using Alina Dan's policies.** They're outdated and belong to Centre Support. Contact Alina Dan (0405 112 797 or [alinadanconsultancy@live.com](mailto:alinadanconsultancy@live.com)) for a full refund. The [fair trading agency in your state/territory](#) can assist you if you're having difficulty obtaining a refund from Alina Dan.

## Thank you for your support

Centre Support would like to thank the early childhood industry for their understanding and overwhelming support in light of this issue. We've taken steps to inform you of these crucial facts to protect you. Our comments are in no way defamatory. All information provided is true. It is important that Centre Support's intellectual property be protected and such unethical practice be stopped. If you are a victim or would like more information about the extent of this copyright infringement please [contact us](#).

Here is how we came across this unfortunate issue:

| DATE         | FACT   | DETAILS   |
|--------------|--|---|
| 22 May 2013  | <b>A centre requested to purchase Alina Dan's 'Policies and Procedures' for \$1197.00.</b> | A staff member of the centre identified Alina Dan's policies as Centre Support's policies.  |
| 23 May 2013  | <b>The centre was alarmed and immediately contacted Centre Support.</b>                    | All infringing copies of the policies were sent immediately to Centre Support.  |
| 18 June 2013 | <b>Centre Support compiled the evidence and finished investigating the similarities.</b>   | It was found that 302 pages of Alina Dan's policies were copied word for word from Centre Support's policies. The only changes were made from 'centre' to the specific 'centres name'. Refer example next page. |
| 28 June 2013 | <b>Centre Support's lawyer wrote to Alina Dan.</b>   | The lawyer advised Alina Dan that Centre Support is pursuing a serious breach of copyright in willfully copying and selling infringing policy documents.  |
| 8 July 2013  | <b>Reported to NSW Police.</b>   | Copyright is considered a criminal offence.   |
| 20 July 2013 | <b>Alina Dan's lawyer wrote to Centre Support</b>  | Centre Support was advised that Alina Dan terminated her employee, despite Alina's claim that the infringement was based on "accidental similarities". Refer example next page.                                 |
| Current      | <b>Centre Support is pursuing Alina Dan through legal channels.</b>                        | We will keep you informed.  |



## ALINA DAN'S 2013 COPYRIGHT INFRINGEMENT POLICIES

### *Social Networking Website Policy*

#### Aim:

To ensure that [REDACTED], educators or families are not compromised on a social networking website.

#### Related Policies

Confidentiality Policy, Privacy, Security and Confidentiality of Records Policy, Educators & Parent Relationship Policy

#### Who is affected by this policy?

Children, Families, Educators, Management

#### Implementation

A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, MySpace and Twitter. Our stance on social networking websites is that they are for personal use only and should not be accessed while the educator is at work, only on lunch breaks and work not to be discussed. Those educators who can access a social networking site via their mobile phones are not to do so during their shifts at the centre and are not to use their camera or video phones to take photos/pictures while at the centre.

No information about what happens at [REDACTED] should be posted on a social networking website, nor should any photos taken at [REDACTED], or on an excursion, be put on a social networking website. If an educator does put photos of a child or children enrolled at [REDACTED] on a social networking website, families will immediately be contacted. If possible, the social networking website will be contacted to delete the photos. The educator will face an inquiry into their actions and possibly face termination of employment.

Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about centre families or other educators on social networking websites. Should you do so, the educator will face an inquiry into the situation by the Director/Nominated Supervisor and any involved party and depending on the severity of the situation face possible termination of employment.

Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, educators will face an inquiry into their actions and depending on the severity of the situation face possible termination of employment.

Should a family member related to the centre harass an educator via a social networking website, the Director/Nominated Supervisor will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of employment/termination of their child's place at [REDACTED].

## CENTRE SUPPORT'S OLD 2009/2010 POLICIES THAT HAVE BEEN REPLACED BY CENTRE SUPPORT'S NQF POLICIES

### *Social Networking Website Policy*

#### Aim:

To ensure that our childcare centre, staff or families are not compromised on a social networking website.

#### Related Policies

Confidentiality Policy, Privacy  
Security and Confidentiality of Records Policy  
Staff & Parent Relationship Policy

#### Who is affected by this policy?

Child, Staff, Families, Management

#### Implementation

A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, MySpace and Twitter. Our stance on social networking websites is that they are for personal use only and should not be accessed while the staff member is at work. Those staff members who can access a social networking site via their mobile phones are not to do so during their shifts at the centre and are not to use their camera or video phones to take photos/pictures while at the centre.

No information about what happens at the centre should be posted on a social networking website, nor should any photos taken at the centre, or on an excursion, be put on a social networking website. If a staff member does put photos of a child or children enrolled at the centre on a social networking website, families will immediately be contacted. If possible, the social networking website will be contacted to delete the photos. The staff member will face an inquiry into their actions and possibly face termination of employment.

Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about centre families or other staff members on social networking websites. Should you do so, the staff member will face an inquiry into the situation by the Director/Authorised Supervisor and any involved party and depending on the severity of the situation face possible termination of employment.

Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, staff members will face an inquiry into their actions and depending on the severity of the situation face possible termination of employment.

Should a family member related to the centre harass a staff member via a social networking website, the Director/Authorised Supervisor will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of employment/termination of their child's place at our centre.

This policy also complies with state and national laws regarding social networking websites. Should a staff member break the law on a social networking website, such as, but not limited to, defamation, the centre will contact the police and other relevant authorities.

# Training role

Special Project - Children's Services -  
North Central NSW



The [Australian Community Education College](#) is seeking a trainer to lead a special project in North Western NSW, training Diploma level and Certificate III level in Children's Services to Indigenous Australians.

The successful candidate will be required to travel between 4 remote communities and will therefore ideally be based in North Western NSW, or willing to relocate.

Essential for this role is a current Certificate IV in Training and Assessment (TAE), strong computer skills and of course Diploma level qualifications in Children's Services. The successful candidate will demonstrate a willingness to work as a team player, and have a can do approach to achieving the project goals.

Attractive remuneration, accommodation and reimbursement of travel costs are offered. We would welcome applications from individuals who have previous experience as centre directors, and especially from Indigenous Australians, while this is not an identified position.

A start date of late October 2013 is anticipated. For further information please email [admin@acec.edu.au](mailto:admin@acec.edu.au).



# EYLF & families

Tammy Caulfield at Trikki Kidz and customer since 2012 shared this amazing EYLF documentation

Trikki Kidz on the NSW/Victorian boarder has created fantastic family planning tools.

These include a Family Book in the baby's room and Travel Suitcases.

The Family Books are great for drop off and settling children as well as planning. Parents come in and sit and read the book with their child which creates great discussions.



The educators have planned activities based upon the children's pets, their activities at home, extended families, the location of their house, i.e. farm or in town, occupation, sibling interactions and skills the children display at home.

## Travelling Suitcase

"Today your child has the privilege to take home the Travelling Suitcase.

The suitcase contains a Bali Elephant and a journal to record any holiday your family has had. Feel free to keep the suitcase for a night or a week.

The intention of this project is to read and then discuss the story with your child and work together to document the memories and learning gathered from your holidays.



Please include pictures, drawings, maps, tickets, etc. Each child's entry in the journal will be read and discussed in the room. Our findings will create a travel book. We look forward to seeing and hearing about your great adventures."

# EYLF reflections

Kerry and Carla at Townsville Grammar School Pre-Prep Centre and customer since 2009 shared this brilliant EYLF learning story and reflection

## Saving Water

Yesterday we had a surprise visit from water conservation to continue our learning on looking after the environment. Miss Jenny asked the children, "where does water come from?" Ariana said "rain", Fionn replied "from the fridge" and James said "the taps".

Jenny gave us handy tips to save water; turn off the tap when brushing your teeth, 4 minute showers, turn off taps when finished, wash cars on the grass, and using water saver sprinklers.

What animals live in fresh water? Mia replied "sharks", Hayden and Ariana said "fish", James - "crocodiles", Sarah.D - "sea stars" and Jaemon said "guppies".

Jenny showed some different insects that live in fresh water asking the children if they know the insect's names, the first insect Zamia said it's a bug that skates across water and the next one Zamia said that it's like a sea snake but thinner (eel).

To keep our water ways clean what can we do. Jaemon said "put your rubbish in the bin". Millie said "don't put orange peel in the water", Zamia said "plastic bags go in the bin" and Mia added "no shopping bags in the water because turtles think it's a jelly fish and with eat it and they will die".

So today we recapped on what we learnt from Miss Jenny about saving water. We reminded friends outside when they finished drinking at the bubblers to turn off the water.

We did our own experiment with water and oil. First we placed oil in a tray and asked the children what it felt like. Isaac replied "yucky" and started wiping his hand on everything trying to get the oil off.

We placed feather in the oil, what happened to them Joseph replied "they are heavy and slimy".

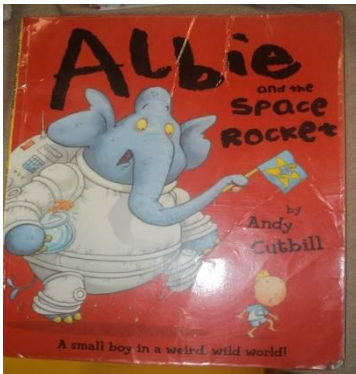
Miss Carla then explained to the children the importance of having clean water and not to tip chemicals and oil in the water as it can harm the animals.



# continued...

## Construction

As we discover the lava lamp looks a bit like a rocket with the point on the top we read 'Albie and the Space Rocket' by Andy Cutbill, one of my favourite books and by the sounds of it most the children as they were calling out "I've got that book at home".



After reading the book we looked at how the elephants make the rocket and what they used. In a group discussion we decided to split the group into boys and girls then Zamia replied like Master Chef, I shop at Coles too like Master Chef.

They got one bed each and worked together as a team to build a space rocket each. Tasman said look I've found a space helmet. When they finished building it Mia said can I sleep on it.

We have decided to display the two rocket ships near home corner to view the master pieces. If you look closely the girls were very precise on what they used and the boys used just about every bit of material they could find.

## Lava Lamp

Miss Carla brought in her lava lamp for the children to explore ask question and just as a talking point.

To continue on with our learning of describing word Miss Carla said "I've brought something in that is shaped like a rocket it has bubbles that go up and down, Ariana is looking around the room and spotted the lamp and said is that it. Ariana then asked can we make one.

We gathered the materials bottle, oil, water and colouring. They poured all the ingredients in and were all busting to have a go calling out I'll shake it first. We took turns at shaking and turning the bottle upside down and noticed that the oil floated to the top every time.

Over at the lava lamp a conversation between Caleb and Ethan started by Caleb pointing out "can the bubble make it to the top, no it's going down again, and it's like jelly". Ethan said "look it is going up again".

Then Joseph came over and asked "what's in there?" Caleb replies "it is jelly". Miss Carla asked "how did the jelly get in there?" and Caleb said "you put sugar and a little bit of jelly in that's how you make jelly".

Miss Carla said "would you like me to show you how to make jelly?" and Caleb with a smile nodding his head saying "yeh, yeh, yeh!"

We went to the kitchen gathered the jelly packets and noticed we had green, blue and pink. Harini said "can we make them all?"

With help from Miss Marj, Zamia, Caleb, James, Ethan, Joseph, and Harini tipped in the jelly crystals and then the hot water, being very careful to stir slowly so we don't get burnt. Caleb said "it smells yummy like jelly" and Zamia added "it smells like lollypops". Caleb replied "some people don't like lollypops". Miss Carla asked "what is happening to the jelly crystal?" and Zamia said "they are diluting". Miss Carla said "very close but the word is dissolving when the crystals disappear".

To make sure we had enough jelly all the children counted as they pointed and counted up to 20, just enough for everyone. We can't wait to eat them after we have a healthy choice for afternoon tea.

## Quick Tips

### TIP 1: Ensure your educators have the right qualifications for 2014 onwards

Qualification requirements come into effect on January 1, 2014, for most States/Territories. ACECQA is responsible for publishing approved qualification lists which you can [find here](#). If you need to enrol educators in Certificate III or Diploma courses (RPL also available for Cert III and Diploma), First Aid and Child Protection, contact the Australian Community Education College (ACEC) [here](#).

### TIP 2: Ensure you're displaying the right info about the Regulatory Authority

The National Regulations require all services to display current contact details for ACECQA and the relevant State/Territory regulatory authority. To double-check your details are correct, [click here for a full list](#).

### TIP 3: Save time on policy updates

Contact Centre Support to ensure your policies are fully up-to-date in time for the changes coming in across Australia on September 1, 2013. Call 1800 440 102 or email [admin@centresupport.com.au](mailto:admin@centresupport.com.au).



# Your feedback

## Hear from Grant Farag at Foxdale Kindergarten (NSW):

"We would like to extend a big thank you to Matthew and all the Centre Support team!

Such a great team of people that are not about money, but are genuinely about people, the love of children, and a commitment to proving quality care for all children.

Our centre is extremely grateful for the impact you have had on our staff and the generosity and insight you have given us. Again, THANK YOU! We look forward to continuing this partnership with you. Foxdale Team."

## Hear from Gabriele Olejniczak, Carlingford Kindergarten (NSW)

"Thank you so much for your constant support and encouragement. We are so very happy with the [assessment and rating] result... Thank you to you and your team for always being a support and ensuring that we get the best results for our service.

The professional service you provide enables us to have the most up to date information in our industry and therefore we never feel that we operate in isolation.

Our educators feel that Centre Support is part of our team...Thanks again to the Centre Support team."

**51% of long day care centres that achieved EXCEEDING are Centre Support customers**



# NQF Seminar Now Online

How to access (existing Members do not need a new account and can access using Weekly Email username).

1. [Click here.](#)
2. Click 'Free Trial'.
3. Register an account with the email address you used to receive this NQF Newsletter.
4. Create your own password.
5. Once registered, click 'NQF Seminar Series ONLINE' on the left-hand side menu.
6. Use the videos at your staff members and share with your whole team of educators. No additional training cost, no need to leave the service.

## Free professional development videos

Since 2008 Centre Support has presented 100s of seminars across the country to well over 25,000 educators. Check out our latest series NOW ONLINE. [Access using the instructions listed above.](#)

|         |  |
|---------|--|
| Part 1  | Introduction to the NQF Seminar Series with Matthew Stapleton                              |
| Part 2  | How do you keep up with all the changes?   |
| Part 3  | What is the assessor looking for?  |
| Part 4  | Providing a safe environment for your children   |
| Part 5  | How did a centre receive a \$52,300 fine?  |
| Part 6  | Working with educators who say they are 'overworked and disgruntled'                       |
| Part 7  | How Roxburgh Park ELC achieved EXCEEDING   |
| Part 8  | What do you need to write to get your report changed from 'working towards' to 'exceeding' |
| Part 9  | How did an unhygienic centre go with their assessment?                                     |
| Part 10 | Starting the NQF process with a great QIP  |
| Part 11 | How do you get all educators involved?   |



Centre Support

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Centre Support Pty Ltd (ABN 29 132 937 538)



# Training Dates

Managing Underperforming Educators

Training: [BOOK HERE](#)

| Region   | Time and Date                             |
|----------|---|
| BRISBANE | 10am – 12.30pm<br>Saturday 31 August 2013 |

Nominated Supervisor (Series 3)

Training: [BOOK HERE](#)

| Region | Time and Date                              |
|--------|--|
| SYDNEY | 9.30am – 1.30pm<br>Saturday 31 August 2013 |

QA3 Physical Environment/Sustainability

Training: [BOOK HERE](#)

| Region | Time and Date                           |
|--------|---|
| PERTH  | 9.30am – 1pm<br>Saturday 31 August 2013 |

Guarantee your seats today  
**BOOKING FORM ESSENTIAL**

## Feedback

**Jennifer Ayoub**

“Gained a lot of knowledge. I always enjoy Centre Support trainings.”

**Jemma Johnson**

“I gained the motivation and tools that will allow me to become a better leader.”

**Annie Fry**

“It’s nice to walk away feeling I have learnt ways to reach everyone involved in our centre. Thanks CS.”

**Rana Obeid**

“Really enjoyed it and definitely have some strategies to take back to my centre.”

# Need a Cert III by 2014?

By January 2014, everyone working with children must have, or be studying towards at least a Certificate III in Children’s Services



As a Registered Training Organisation, the Australian Community Education College can assess an individual’s work and life experience towards gaining a qualification. You may qualify for a Certificate III in Children’s Services by demonstrating your experience in working with Children.

This process is called Recognition of Prior Learning or RPL, and if you qualify the process is very simple.

Why not contact us to see whether you qualify for the RPL process. You may be surprised by how much you already know! If your experience is more extensive, you may qualify for Diploma level qualifications.

Or, if you or anyone at your service is currently contributing to the weekly tasks as part of the Centre Support systems, you may already have sufficient knowledge and experience to qualify for Recognition of Prior Learning for a Certificate III in Children’s Services.

The Australian Community Education College is affiliated with Centre Support, so as a client of Centre Support, please consider us as your first stop when it comes to all of your training needs.

Call our helpdesk today for a complimentary initial assessment of whether you or someone in your team qualifies for an RPL, or perhaps a traineeship. Substantial government funding may be available to your service.

Contact the  
ACEC helpdesk

1300 363 954  
[admin@acec.edu.au](mailto:admin@acec.edu.au)  
[acec.edu.au](http://acec.edu.au)

**Jan 2014  
deadline**



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# Nom Sup Pay Rates

**DJMIR**

Employment Relations Specialists Servicing  
Australian Childcare Providers  
HOT LINE: 02 6236 8966

Provided by David Morphett (DJMIR)

We have been receiving a lot of calls from clients lately wondering what rate to pay a Nominated Supervisor or if there is any allowance of special condition around their employment.

## Let's look at the fundamentals then dispel some myths.

Awards like the *Childrens Services Award 2010* and the *Educational Services (Teachers) Award 2010* only specify "minimum" terms and conditions of employment. This means that you cannot pay less than the rate of pay specified in the award but you can pay as much as you like that is higher than the Award rate if you wish.

Neither of the Childcare Awards has a rate of pay or an allowance for a Nominated Supervisor. Some operators have tried to carry forward the old Authorised Supervisor Allowance from the NSW award however this allowance, a part from not being a relevant role under the new regulations, was excluded from both Modern Awards in 2010 by a full bench of the Fair Work Commission. Others have tried to use the Assistant Director classification however this is the Director you have when the Director is away. Not relevant as you will see below.

## The Myths: Is a Nominated Supervisor the same as a Director or Coordinator?

The responsibilities of a Nominated Supervisor are to ensure that the service satisfies the Education and Care Services National Law and regulations at all times that children are in care. This includes oversight of the implementation of developmentally appropriate educational programmes staffing ratios and the safety and security of children in care.

A Nominated Supervisor's responsibilities are dictated by the National Law and Regulations.

A Director/Coordinator on the other hand is responsible for the overall management and administration of the service which, a part from being responsible for all the activities of the Nominated Supervisor and the Educational Leader, also means they are responsible for recruiting staff, the maintenance or supervision of day-to-day accounts and handling all administrative matters, ensure that the centre or service adheres to all relevant regulations and statutory requirements not just childcare regulations, ensure that the centre at least meets quality assurance requirements, to liaise with families and outside agencies, to formulate and evaluate annual

budgets, liaise with management committees as appropriate or necessary, provide professional leadership and development for staff and have oversight of the development and maintenance of policies and procedures for the centre or service. This list is not detailed or exhaustive but it demonstrates that there is a considerable difference between the responsibilities of a Nominated Supervisor and a Director/Coordinator.

## What makes a Nominated Supervisor and how do we set a rate?

In order to be a Nominated Supervisor you need only be a Certified Supervisor and accept a nomination from the approved provider to take on that role. To be a certified supervisor, the minimum requirements are that you are over 18, have more than 3 years experience and be able to demonstrate capacity.

Some have suggested that the bar is not set terribly high but keep in mind that the minimum skill and training level in childcare will continue to improve following the increase in minimum qualification levels that will come into effect on 1 January 2014.

## What do we pay a Nominated Supervisor?

The legislation clearly is crafted around the notion that anyone who is a Certified Supervisor could be a Nominated Supervisor and, as described above, almost anyone could be a certified supervisor provided they can satisfy the minimum standards. As the national regulator has effectively determined that anyone can take on this role, there are no special allowances... everyone who works in childcare should have sufficient skill and understanding of the regulations to take on this role so the rate of pay that a Nominated Supervisor is entitled to is the classification at which they were employed.

This being said, many service operators provide staff with additional benefits if they take on this role and that is entirely up to the individual operators discretion and not required by law anywhere.

## Need help?

If you have any further questions regarding the classification and responsibilities of Nominated Supervisors, [contact David Morphett, DJMIR.](#)



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# WHS Theme

## Chemical safety



Don't have a free WHS magnet from Centre Support to compliment our monthly WHS Themes?

[Contact us](#) for your complimentary copy today.

# Diversity Ideas



## Chemical spills procedure

- Remove children from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack colour or odours, but may still be dangerous. Never assume a chemical is harmless
- Identify chemicals and potential hazards by using the appropriate Material Safety Data Sheet.
- Use the manufacturer's recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

## September 2013

| Date                               | Event   |
|------------------------------------|---|
| 1 <sup>st</sup>                    | Wattle Day. This is a day to celebrate Australia and being Australian.  |
| 4 <sup>th</sup> -6 <sup>th</sup>   | Rosh Hashanah (Jewish Tradition. Commemorates the creation of the world.)   |
| 5 <sup>th</sup>                    | World Walk to Work Day  |
| 7 <sup>th</sup>                    | National Threatened Species Day   |
| 9 <sup>th</sup>                    | Ganesh Chaturthi. (Hindu Tradition. This is a celebration of the elephant god Ganesh.)  |
| 13 <sup>th</sup> -14 <sup>th</sup> | Yom Kippur (Jewish Tradition. This day is considered the holiest day of the Jewish year. Participants fast and many do not attend work/school and attend synagogue services.) |
| 18 <sup>th</sup> -25 <sup>th</sup> | Sukkot. (Jewish Traditions. Commemorates the 40 years the Jewish people spent wandering the desert.)  |
| 19 <sup>th</sup>                   | International Talk Like a Pirate Day  |

## October 2013

| Date                               | Event   |
|------------------------------------|---|
| All Month                          | Energy Awareness Month  |
| 4 <sup>th</sup>                    | Jeans for Genes Day   |
| 13 <sup>th</sup>                   | Vijay Dashami. (Hindu Tradition. This day marks the triumph of good over evil.)   |
| 14 <sup>th</sup> -15 <sup>th</sup> | Eid al Adha (Islamic Tradition. The Feast of Sacrifice commemorates the ordeal of Abraham who was asked to sacrifice his only son to prove his faith to Allah (God). As he was on the point of slaying his son, Allah stopped him and told him that it was a test of his faith and to sacrifice a ram instead.) |
| 16 <sup>th</sup>                   | National Ride to Work Day.  |
| 16 <sup>th</sup>                   | World Food Day  |
| 19 <sup>th</sup>                   | Loud Shirt Day  |
| 30 <sup>th</sup>                   | Queen's Birthday (Western Australia only)   |

