

Continuity of Staff - Nominated Supervisor

NQS 4.1.2 Continuity of staff

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

HR Practices

Do you follow robust recruitment practices that adequately screen staff to ensure they're able to do the job and a good fit with your Service values and culture eg detailed position descriptions, relevant interview questions, referee checks Yes No NA

Do you conduct exit interviews when staff resign to find out why they are leaving and change practice where relevant? Yes No NA

Do you implement regular performance appraisals to measure performance and understand staff strengths, interests and professional development goals? Yes No NA

Do you ensure staff training plans are implemented within agreed timeframes? Yes No NA

Do you immediately start to manage underperformance when this occurs so team members are not adversely affected? Yes No NA

Do you implement practices which recognise the performance of individual educators eg staff awards? Yes No NA

Other practices

Do you provide regular opportunities for staff to discuss their ideas around the organisation of educators eg staff meetings? Yes No NA

Do educators follow written procedures when transitioning children between rooms or groups to ensure children are familiar with new educators before moving? Yes No NA

Are relief staff always familiar to children because you source them from a regular pool of casuals? Yes No NA

Actions required