

# Professional Standards Nominated Supervisor

## NQS 4.2.2 Professional standards

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### General Practices

Do all employees know how to access the National Law, Regs and NQS?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always ensure your practices and those of your staff comply with the service Code of Conduct / ECA Code of Ethics and core values?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly improve practice when you identify issues, and ensure new information and procedures is communicated to all staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always keep confidential information about children, families and other staff private?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you require all employees to contribute to the service QIP regularly so it includes service wide practice and all employees can discuss the QIP with assessors?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure employees attend all staff meetings (unless there is a family emergency etc)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have clear position descriptions for each job outlining the requirements of the role?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly assess employee' performance against their position description and develop training plans where required?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you effectively manage underperformance of staff to ensure there is no adverse effect on the professional practice of other employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure staff always follow service grievance procedures if they have a complaint?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Interactions with Employees and Volunteers

Do you regularly include employees in reviews of the service philosophy to discuss how their practice meets the philosophy and assess whether any changes are required to either practice or philosophy?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly include employees in reviews of service policies and procedures and action any feedback they provide?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure the Educational Leader adequately supports all educators eg coaches and mentors staff, shares knowledge?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always interact with employees and volunteers in a respectful, polite and professional way?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make it clear all educators must always support Room Leaders and the Educational Leader eg willingly try their ideas, never gossip about them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always take action against any unprofessional or illegal behaviour even where this may adversely affect the career/status of a valued employee/volunteer?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help employees with diverse cultures and religions become a valued member of the team eg roster provides breaks to meet cultural or religious needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Interactions with Children and Families

Do you make sure all children can equitably participate in activities and experiences?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help employees/volunteers become aware of personal biases and beliefs that may adversely affect children's progress towards learning outcomes eg children's cultures and capabilities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure educators always document in a way that shows what children know, can do and understand and how they extend this learning?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help families access relevant community services and resources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required

