

New Centre - Nominated Supervisor

NQS 2.2.1 Supervision

NQS 7.1.2 Management systems

Physical Environment - Indoor			
Classrooms set up with age appropriate resources	OYes	O No	ONA
Office set up with folders eg incident records, medication forms, complaints, children's files, s files, risk minimisation and communication plans for medical conditions	staff OYes	ONo	ONA
Evacuation diagram and procedures displayed near exits	OYes	O No	ONA
List of emergency numbers displayed near phones including poison information line and local police station	OYes	ONo	ONA
Whistles/alarms available to notify emergencies	OYes	O No	ONA
Phone available to contact parents and emergency services in emergency	OYes	O No	ONA
Sufficient first aid kits held for number of children and layout of service	OYes	O No	ONA
First aid sign displayed where first aid kit(s) stored	OYes	O No	ONA
Sufficient emergency evacuation kits for number of children	OYes	ONo	ONA
Information displayed in foyer includes details about Approved Provider, Service (including ar waivers), Nominated Supervisor(s), Complaints Officer, Responsible Person, Educational Lead Regulatory Authority,	•	ONo	ONA
Nappy changing, toileting, handwashing procedures displayed	OYes	O No	ONA
Reporting structure for child protection displayed in staffroom with information about online reporting guide if relevant	OYes	ONo	ONA
Premises allows adequate supervision of children	OYes	ONo	ONA
Sleeping/resting children can always be seen and heard (eg windows into nursery uncovered)	OYes	ONo	ONA
Hot water temperature regulated so children can't burn themselves	OYes	O No	ONA
Adequate heating/cooling/natural ventilation	OYes	O No	ONA
Adequate lighting	OYes	O No	ONA
Smoke detectors work	OYes	ONo	ONA
Fire equipment present eg fire extinguisher and blanket	OYes	O No	ONA
Kitchen facilities include dishwater/sink, bottle warming facilities, thermometers for checking temperature fridge/freezer and cooked food	g OYes	ONo	ONA
Razors, knives etc stored in locked cabinets/drawers	OYes	ONo	ONA
Suitable handwashing facilities	OYes	O No	ONA
Adequate laundry facilities or laundering arranged elsewhere	OYes	ONo	ONA
Children cannot access laundry or kitchen	OYes	ONo	ONA
Children's lockers/storage areas available	OYes	ONo	ONA
Parent noticeboard/library established	OYes	ONo	ONA
Spill kit to clean up body fluids like blood, vomit, urine	OYes	ONo	ONA
At least 1 nappy changing bench and sink nearby if children under 3 attending	OYes	ONo	ONA
Safety glass installed with decals on doors at child and adult eye level	OYes	ONo	ONA
Fly screens fitted	OYes	ONo	ONA
Age appropriate barriers used where required eg tops of steps	OYes	ONo	ONA
Locks on exit doors	OYes	ONo	ONA
Physical Environment - Outdoor			
Supervision plans in place including for any 'hard to see' areas	OYes	ONo	ONA

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Impact absorbing surface under play equipment Play equipment stable and secured where required OYes ONO ONA Play equipment stable and secured where required OYes ONO ONA Suitable shade OYes ONO ONA Fence children cannot climb or crawl under (not OSHC) No uncovered/accessible water hazards eg ponds, creeks, water troughs (not OSHC) OYes ONO ONA Areas under service blocked/inaccessible to children OYes ONO ONA Self closing gate to access/leave premises OYes ONO ONA Self closing gate to access/leave premises OYes ONO ONA No saradous plants OYes ONO ONA Physical Environment – Indoor and Outdoor Lots of natural and man-made loose part resources OYes ONO ONA Physical Environment – Indoor and Outdoor Lots of natural and man-made loose part resources OYes ONO ONA No smoking signs displayed OYes ONO ONA No smoking signs displayed OYes ONO ONA Staffing At least 1 person with first aid, asthma and anaphylaxis qualifications always present OYes ONO ONA Sign with name of responsible person present at any time OYes ONO ONA No smoking supervisor and Person in Day to Day charge consented in writing to position OYes ONO ONA NSW: Nominated Supervisor and Person in Day to Day Charge compelted approved child OYes ONO ONA All staff have current child protection clearance eg working with children check OYes ONO ONA All staff meet qualification requirements OYes ONO ONA All policies required under Reg 168 held OYes ONO ONA All policies required under Reg 168 held OYes ONO ONA All policies required under Reg 168 held OYes ONO ONA All robot requirements or waivers held (not OSHC) OYes ONO ONA All robot requirements or lap potential emergencies OYes ONO ONA A				
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Actions required									