

# Nominated Supervisor Responsibilities

**NB There are other responsibilities. This is not intended to cover all Nominated Supervisor responsibilities**

**NQS 1.3.1 Assessment and planning cycle**

**NQS 2.2.1 Supervision**

**NQS 2.2.2 Incident and emergency management**

**NQS 2.2.3 Child protection**

**NQS 3.1.2 Upkeep**

**NQS 6.2.2 Access and participation**

**NQS 7.1.2 Management systems**

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

## Staffing

Have persons placed in day to day charge consented to this appointment in writing? (Does not apply in WA)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a notice in the entry of the service that identifies who the responsible person is at any given time?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Has the approved the provider designated the Educational Leader in writing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have evidence that employees' first aid, asthma and anaphylaxis qualifications are current? (They must be updated at least every three years , and the first aid certificate may specify additional requirements to keep it valid eg CPR May need to be completed every 12 months)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have evidence that all employees have current working with children clearances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are educator to child ratios met at all times, including during lunch and rest periods?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are qualification requirements met at all times eg at least half of educators making up ratios have or are actively working towards Diploma level qualifications?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Safety

Is a risk assessment undertaken before obtaining written authorisations from parents for excursions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are risk assessment conducted to identify and manage all potential emergencies?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure employees are not impaired by medication, drugs (including illicit drugs) or alcohol, and immediately remove them from the service if they are?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure food is stored and prepared safely in accordance with service policies and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement procedures to maintain the safety of buildings and equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure the service is clean and hygienic in accordance with service policies and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you actively implement policies and procedures to prevent the spread of infectious diseases?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure supervision is adequate at all times, and engage extra adults/educators to supervise children where necessary?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure medication is only administered if it's authorised?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure all visitors or never left alone with children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are children only allowed to leave premises with people authorised to collect child?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Practices

Do you seek families' permission to liaise with external professionals to support the participation and learning of children with additional needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you liaise with Inclusion Agencies to support the participation of children with additional needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Do you ensure there are quiet activities available for children who do not need/wish to sleep or rest?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you notify the Regulatory Authority within 24 hours of any serious incidents or complaints that the safety, health or wellbeing of a child is being compromised?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you organise professional development for employees to increase and refresh their knowledge?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there's an adequate amount of nutritious food provided to each child?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure clean drinking water can always be accessed by children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is a weekly menu displayed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the curriculum always based on the EYLF or another approved learning framework?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the curriculum based on the developmental needs, interests and experiences of each child?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the curriculum take into account each child's individual differences?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required