



Nominated Supervisor's NQS Self-Paced Learning Modules

MONDAY TO FRIDAY
31 August to 4 September 2020

Remember:
Our material can be printed or used as a digital PDF copy and kept on your computer.



Video Training
Click Here
Video One
The Element



Video Training
Click Here
Video Two
Risk 1



Video Training
Click Here
Video Three
Risk 2



Video Training
Click Here
Video Four
Teach Supervision



Management

Your team crave feedback on their weekly Centre Support professional development.

Getting appropriate feedback and seeing actions which come from their comments and reflections inspires them to keep on completing the professional development. It's important therefore that you read the Educators' section and make sure you and/or the Educational Leader:

- action the checklist results eg if educators ask for help by answering 'T' they get the help they need
- follow up their critical reflection ie help implement outcomes
- use their QIP contributions and display them.



Complete QIP

Note QIP contributions can come from educators':

- Monday checklist - If educators discovered practices, processes, checklist or areas they need to improve, help them improve eg with training, changing a checklist, a procedure or a physical area and decide whether to include in QIP Improvement section
- Tuesday sentences that explain how they're meeting example indicators. Decide whether to include as a QIP strength
- Wednesday reflection leading to changed practices. Decide whether to include in QIP Improvement section
- Friday QIP strength writing which includes how they're exceeding the element. Decide whether to include as a QIP meeting or exceeding strength.



40 Week QIP Template
Click here to download

Each week in the Nominated Supervisor section we will include:

- an area where you can set and monitor weekly goals
- a checklist based on the meeting indicators for the Element
- a review of the Regulations that apply to the Element (or other relevant information if no Regs apply)
- information about employment practices from the Federal Government's Fair Work website



2020 Weekly learning activities
Click here to download

Please note the 'Partnerships with Families' document that comes with the email should be displayed somewhere families can easily see it eg near attendance book and on your social media site i.e. Facebook. It provides families with the opportunity to contribute to policy reviews as required under Element 6.1.2.



Weekly Goals



Video Training
Click Here

1. Set a goal for the week.
Goal doesn't always need to link to NQS Element. A goal can be used to solve a challenge or be positive improvement i.e. learning area setup
[Click here for goal template.](#)
2. Identify barriers
3. Track the goal daily
4. Celebrate achieved goal.

Week 28, 31 August to 4 September 2020– 2.2.1 Supervision

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Educational Leader



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Analysis of Centre Support – Part 1 [To see a completed sample of these pages click here](#)

Room or Group:

Section	Comment
Goal (Page 1)	
Brainstorm (Page 1)	
Checklist (Page 2)	
6 Meeting sentences (Page 3)	
Reg (Page 3)	
Critical Reflection (Page 5)	
Training Video (Page 6)	
Policy review (page 8)	
Critical Reflection Group (page 9) Optional	

Use the information from the Critical Reflection on Page 5 right hand column (Step 2 Change Practice) and the Policy Review to complete this section. **We strongly suggest all educators complete their own Critical Reflection page so they can contribute to the QIP.**

Critical Reflection and Policy Review - Actions identified

Input	Quality	Educator	Ideas to be actioned – these become your improvement plan	Date complete

As Nominated Supervisor and Educational Leader, you need to help your educators to plan HOW they are going to action the improvements they identified.

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Educational Leader



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Detailed analysis of Centre Support - Part 2, comment and give feedback to your educators from the 3 sections

<p>Use the bottom section from page 1</p> 	
<p>Then use the meeting sentences from page 4</p> 	
<p>Then use the QIP entry from page 8</p> 	

Last step – if no adjustments are required, copy directly into your QIP’s strength section and display QIP so all educators can see how their valuable input creates your QIP.

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Checklist

Why are you doing the checklist?

The practices identified in the checklist are what the assessor needs to see you do so they can check you're 'meeting the NQS'. The checklist will assess your practices against the NQS Element. If you embed all the things in the checklist, then you are meeting the Element 2.2.1. If there's something on the checklist that you're not doing, then you need to either adjust your practice to do it, or you may need help and training to do what's on the checklist.

Element 2.2.1 Supervision - At all times, **reasonable precautions** and **adequate supervision** ensure children are protected from harm and hazard.

NQS 2.2.1 Supervision

Please conduct this checklist and address issues that are identified

Supervision Practices

Do you ensure educators always adequately supervise children including during toileting, sleep, rest, meals, transitions and risky activities eg water play, cooking, woodwork, during nappy changes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators adjust their supervision practices to reflect the ages, number of children, activity, location, experience level of team members etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you include supervision arrangements/requirements in your induction procedures for new/relief staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you confident educators exchange information with team members to ensure children are always supervised eg where children are or what the educator is doing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you arrange equipment and furniture in ways that promote effective supervision?			
Do you ensure there are accurate records of children's arrival and departure?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you require all visitors to sign in and out of the service and ensure all visitors, students and volunteers are supervised when children are present?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Reasonable Precautions

Are you confident educators involve children in setting safety rules where possible and teach them how to safely use equipment and resources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have written policies and procedures which protect children from harm and hazard, and ensure all staff follow these including those which include/require:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• sun safety practices recommended by SunSmart (Physical Environment Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• safe sleep practices recommended by Red Nose (Sleep and Rest Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• regularly checking sleeping/resting children (0-3 years) and always being able to see and hear sleeping/resting children (Sleep and Rest Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• medical management and risk minimisation plans (Medical Conditions Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• risk assessments for excursions (including supervision requirements), new equipment, risky activities etc (Excursion Policy, Physical Environment Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• authorisations for excursions and medication (Excursion Policy, Medical Conditions Policy)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

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<ul style="list-style-type: none"> preventing access to hazardous products like medications, detergents, cleaning products, garden chemicals, electrical equipment, and hot food/drinks (Physical Environment Policy)? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> allowing children to leave the service only with their parent, authorised nominee, on an authorised excursion, or during a medical or other emergency (Delivery and Collection of Children Policy) 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> a tobacco, drug and alcohol free environment (Tobacco, Drug and Alcohol Policy)? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement daily safety checks of indoor and outdoor environments?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure staff always proactively manage risks in the environment eg remove or cordon off identified risks, follow service maintenance procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there are warning signs where hazardous products are stored?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure climbing equipment, swings and large items of furniture/equipment are stable, securely anchored and located over soft fall surfaces?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure furniture and equipment meets Australian standards eg cots, highchairs, bike helmets, car seats?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If there are animals at the service, have you completed a risk assessment and do you have written procedures which educators follow to ensure children's safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure all modes of transport authorised by the service (eg excursions, transport to and from service) is safe and suitable for children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you performance manage/terminate staff whose actions pose a risk to children eg turn up to work impaired by alcohol or legal/illegal drugs, use inappropriate discipline?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required to embed practice

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Law and Regulations

Some sections/regs have been condensed.

Law Section 165 Offence to inadequately supervise children

The approved provider and nominated supervisor (and a family day care educator) of an education and care service must ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in the care of that service. Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.

Law Section 166 Offence to use inappropriate discipline

The approved provider and nominated supervisor of an education and care service must ensure that no child being educated and cared for by the service is subjected to— (a) any form of corporal punishment; or (b) any discipline that is unreasonable in the circumstances. Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.

A staff member of, or a volunteer (or a family day care educator) at, an education and care service must not subject any child being educated and cared for by the service to— (a) any form of corporal punishment; or (b) any discipline that is unreasonable in the circumstances. Penalty: \$10 000.

Law Section 167 Offence relating to protection of children from harm and hazards

The approved provider and nominated supervisor (and a family day care educator), of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.

Law Section 170 Offence relating to unauthorised persons on education and care service premises

(1) This section applies to an education and care service operating in a participating jurisdiction that has a working with children law.

(2) The approved provider and nominated supervisor (and a family day care educator) of the education and

care service must ensure that a person does not remain at the education and care service premises while children are being educated and cared for at the premises, unless—

(a) the person is an authorised person; or (b) the person is under the direct supervision of an educator or other staff member of the service. Penalty: \$1000, in the case of an individual. \$5000, in any other case.

(5) In this section— authorised nominee, in relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service or the family day care educator; authorised person means a person who is— (a) a person who holds a current working with children check or working with children card; or (b) a parent or family member of a child who is being educated and cared for by the education and care service or the family day care educator; or (c) an authorised nominee of a parent or family member of a child who is being educated and cared for by the education and care service or the family day care educator; or (d) in the case of an emergency, medical personnel or emergency service personnel; or (e) a person who is permitted under the working with children law of this jurisdiction to remain at the education and care service premises without holding a working with children check or a working with children card.

(6) A reference in subsection (5) to a parent or family member of a child does not include a person— (a) whose access to the child is prohibited or restricted by an order of a court or tribunal of which the approved provider, nominated supervisor or family day care educator (as the case requires) is aware; or (b) who is an inappropriate person within the meaning of section 171.

Law Section 171 Offence relating to direction to exclude inappropriate persons from education and care premises

The Regulatory Authority may direct an approved provider, a nominated supervisor or a family day care educator to exclude a person whom the Authority is satisfied is an inappropriate person from the education and care service premises while children are being educated and cared for at the premises for such time as the Authority considers appropriate.

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(2) A person to whom a direction is given under subsection (1) must comply with the direction. Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.

(3) In this section— inappropriate person means a person— (a) who may pose a risk to the safety, health or wellbeing of any child or children being educated and cared for by the education and care service; or (b) whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be on the education and care service premises while children are being educated and cared for by the education and care service. Example A person who is under the influence of drugs or alcohol.

Regulation 82 Tobacco, drug and alcohol free environment

The approved provider of an education and care service (and a family day care educator), must ensure that children being educated and cared for by the service are provided with an environment that is free from the use of tobacco, illicit drugs and alcohol. Penalty: \$2000.

Regulation 83 Staff members and family day care educators not to be affected by alcohol or drugs

The approved provider of an education and care service must ensure that a nominated supervisor or a staff member of, or volunteer at, the service is not affected by alcohol or drugs (including prescription medication) so as to impair the person's capacity to supervise or provide education and care to children being educated and cared for by the service.

Penalty: \$2000.

A nominated supervisor of an education and care service (and a family day care educator) must not, while educating and caring for children for the service—

- (a) consume alcohol; or
- (b) be affected by alcohol or drugs (including prescription medication) so as to impair the supervisor's (or educator's) capacity to supervise or provide education and care to the children.

Penalty: \$2000.

Regulation 99 Children leaving the education and care service premises

The approved provider and nominated supervisor (and a family day care educator), of an education and care service must ensure that a child who is being educated and cared for by the education and care service does

not leave the education and care service premises except in accordance with subregulation (4). Penalty: \$2000.

(4) The child may only leave the relevant premises if the child—

(a) is given into the care of—

- (i) a parent of the child; or
- (ii) an authorised nominee named in the child's enrolment record; or
- (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
- (b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
- (c) is taken on an excursion in accordance with this Division; or
- (d) is given into the care of a person or taken outside the premises—
 - (i) because the child requires medical, hospital or ambulance care or treatment; or
 - (ii) because of another emergency.

(5) In this regulation parent does not include a parent who is prohibited by a court order from having contact with the child.

Note. Regulation 99 does not apply in Western Australia. Western Australia has enacted an equivalent provision in section 165A of the Schedule to the Education and Care Services National Law (WA) Act 2012.

Regulation 100 Risk assessment must be conducted before excursion

The approved provider and nominated supervisor (and a family day care educator), of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

Penalty: \$2000.

A risk assessment is not required under this regulation for an excursion if—

- (a) the excursion is a **regular outing**; and
- (b) a risk assessment has been conducted for the excursion; and
- (c) that risk assessment has been conducted not more than 12 months before the excursion is to occur.

Note regular outing is defined in Regulation 4 as a walk, drive or trip to and from a destination—

- (a) that the service visits regularly as part of its educational program; and

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(b) where the circumstances relevant to the risk assessment are the same on each outing

Regulation 101 Conduct of risk assessment for excursion

(1) A risk assessment for an excursion must—

- (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- (b) specify how the identified risks will be managed and minimised.

(2) Without limiting subregulation (1), a risk assessment must consider—

- (a) the proposed route and destination for the excursion; and
- (b) any water hazards; and
- (c) any risks associated with water-based activities; and
- (d) the transport to and from the proposed destination for the excursion; and
- (e) the number of adults and children involved in the excursion; and

(f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and

Example. Specialised skills could include life-saving skills.

- (g) the proposed activities; and
- (h) the proposed duration of the excursion; and
- (i) the items that should be taken on the excursion.

Example. A mobile phone and a list of emergency contact numbers for children on the excursion.

Regulation 102 Authorisation for excursions

(1) The approved provider and nominated supervisor (and a family day care educator), of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.

(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—

- (a) the child's name; and
- (b) the reason the child is to be taken outside the premises; and

(c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and

(d) a description of the proposed destination for the excursion; and

(e) the method of transport to be used for the excursion; and

(f) the proposed activities to be undertaken by the child during the excursion; and

(g) the period the child will be away from the premises; and

(h) the anticipated number of children likely to be attending the excursion; and

(i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and

(j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and

(k) that a risk assessment has been prepared and is available at the service.

(5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

Who has to do what?

You must ensure:

- all children are always adequately supervised. See [ACECQA FAQ 'What is adequate supervision'](#)
- no children are subject to any form of corporal punishment or unreasonable discipline
- all children are protected from harm and from any hazard likely to cause injury
- visitors are always supervised by staff unless they have a working with children clearance or exemption, they're a parent/family member (unless there's a court order), an authorised nominee, or a medical/emergency worker responding to an emergency (all non-family visitors should be supervised)
- you exclude visitors you've been directed to exclude
- no staff are impaired by tobacco, illicit or prescription drugs and alcohol or use tobacco, illicit drugs or alcohol at the service
- children only leave the service if collected by a parent (unless there's a court order) or someone authorised to collect them, or their parent/authorised nominee have authorised them leaving the service including going on an excursion, or they need medical attention or there's an emergency affecting the service

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- a risk assessment which meets the requirements of Reg 101 is completed for any excursion that's not a regular outing (as defined in Reg 4) before getting authorisation for excursion from parents
- there's a risk assessment for regular outings meeting the requirements of Reg 101 which was completed not more than 12 months before the regular outing
- authorisations for excursions include all the requirements of Reg 102.

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4.2.2 Professional standards

Professional standards guide practice, interactions and relationships.

Fair Work

The Federal Government's Fair Work website <https://www.fairwork.gov.au/> has a lot of simple, easy to understand information about employee entitlements as well as some useful templates. Each week we'll share information from the website. Last week we reviewed the recent High Court decision that the entitlement to personal/carer's leave is calculated based on an employee's hours of work ie the 10 days entitlement is pro-rata for part-time employees. Fair Work have released an updated [Information Statement](#) which must be given to new employees before, or as soon as possible, after they start their new job. We've attached the Statement to this week's email.

Paid Pandemic Leave Schemes

This week we're covering the Payments that are available in some States/Territories to help support workers who need to quarantine.

South Australia

From 24 August 2020, a Paid Pandemic Leave Scheme will be introduced in South Australia, offering 'isolation' payments of up to \$1,500 for eligible workers who are required to quarantine, or who care for someone required to quarantine, for up to 14 days following a positive COVID-19 test or as a result of a public health directive.

Under the scheme, a separate upfront 'testing' payment of \$300 will be available for eligible workers in an identified COVID-19 cluster, who are required to self-isolate while awaiting a coronavirus test result or as a result of a public health directive. The \$300 payment will also be available for someone who is caring for a person who meets the eligibility criteria.

Eligibility criteria includes recipient:

- must be at least 17
- must be a citizen, permanent resident or holder of necessary visa and work permits
- must be a casual, full-time or part-time employee who can show they would've ordinarily worked, cannot as a result of the need to isolate, and has no or insufficient entitlement to paid leave

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- cannot be receiving any other Government payments eg JobSeeker or JobKeeper during the period of self-isolation.

People who must quarantine due to returning from overseas or interstate are not eligible. Applicants must apply for the payment online.

Employers will be advised about pandemic leave payments to employees to help ensure workers do not go to work for the required period.

Victoria

The Pandemic Leave Disaster Payment of \$1500 is for people who can't earn an income because they must self-isolate or quarantine. You must be directed to do this by the Victoria Department of Health and Human Services (DHHS). The payment may also be available for people caring for someone with COVID-19.

DHHS directives will be for one of the [following reasons](#):

- the person has coronavirus (COVID-19)
- they've been in close contact with a person who has COVID-19
- the person cares for a child, 16 years or under, who has COVID-19
- the person cares for a child, 16 years or under, who's been in close contact with a person who has COVID-19.

[The following eligibility criteria also apply](#): Applicants must be:

- at least 17 years old and live in Victoria
- an [Australian resident](#) or hold a visa that gives them the right to work in Australia
- unable to go to work and earn an income
- have no sick leave entitlements, including pandemic sick leave, personal leave or leave to care for another person

The period of quarantine must also be between 6:00 pm on 2 August 2020 and 6:00 pm on 2 September 2020.

People can get the full payment as long as they're eligible for at least 1 day during the 14 day period. Claims can be made over the phone.

Victorian workers can also apply for a \$450 test Isolation Payment while they self-isolate to wait for the results of a COVID test. Similar requirements to those for the pandemic leave payment apply see [here](#).

Note the Federal Department of Education Skills and Training has also recorded an [information session](#) or providers and services in Victoria.

Queensland

Hardship payments of \$1500 are available to casual employees, as well as employees who've exhausted their sick leave entitlements, and who contract coronavirus (COVID-19) outside of their workplace.

To be [eligible employees](#) must test positive to COVID-19 on or after 5 June 2020, and been required to self-isolate for a minimum of 14 days. They must also:

- be aged 15 years and over
- not be at school
- live permanently in Queensland
- be an Australian citizen, New Zealand citizen, Australian permanent resident (includes humanitarian entrant), or temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not receiving the JobKeeper payment or any other Australian Government income support.

Individuals who have not tested positive but were required to quarantine for 14 days due to returning from overseas, interstate or for other reasons are not eligible for the payment. Applications must be made online.

ACT

[The ACT Government has established a fund](#) to support ACT workers who are required to self-isolate but can't afford to take time off work. The fund would be open to people who are forced to quarantine but don't have access to paid leave or other income, including Commonwealth payments. They also need to show they have no, or limited, savings and are not a dependent. For more information and to apply phone 02 62077244.

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