

Organisation of Educators - Nominated Supervisor

NQS 4.1.1 Organisation of educators

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

Practice

Do you ensure ratios are always maintained, including when staff take breaks for meals, programming, administration, interviews etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure other staff or adults are present if ratios don't provide adequate supervision or meet children's needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there procedures to ensure all educators caring for children in family groupings can talk to parents about a child's day?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there written induction procedures which are always implemented to ensure new or relief staff quickly become valued and effective team members?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you advise families before they arrive (where possible) if a different educator will be caring for their child on the day?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you provide educators with non-contact time for things like programming and meetings eg with families, other professionals including inclusion support?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there's always at least one first aid qualified staff member present?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure qualification requirements are always maintained?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Reflection

Do you reflect on the way educators are organised and implement changes which promote children's learning or sense of belonging eg during family groupings at start or end of day, during room set ups or pack aways?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you develop rosters and assign staff to rooms/groups taking into account staff interests and strengths?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you consider children's relationships and familiarity with educators when developing rosters and assigning staff to rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you consider comments about staff made by families or community members when developing rosters and assigning staff to rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required