



Nominated Supervisor

The worst thing an educator can do is ask another educator about regulations. Usually they get the wrong answer. To see this in action, read those Facebook pages that early childhood educators post on. How to do it correctly? A friend who works as a barrister taught me how to read regulations.

What is the problem?

What caused it?

The regulations should have the solution to the problem.

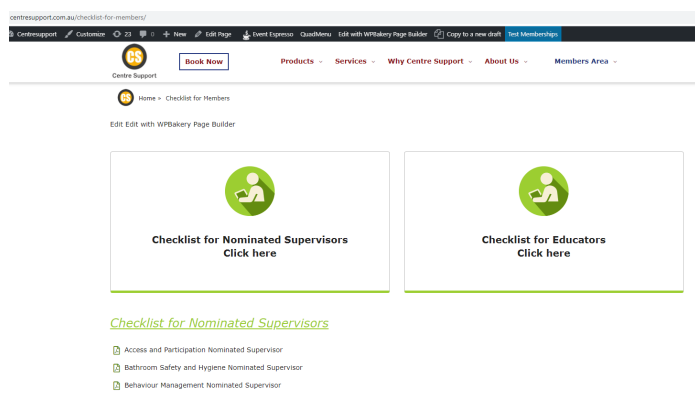
Law section 175 Offence relating to requirement to keep enrolment and other documents

(1) An approved provider of an education and care service must keep the prescribed documents available for inspection by an authorised officer in accordance with this section. Penalty: \$4000, in the case of an individual. \$20 000, in any other case.

(2) Documents referred to in subsection (1)— (a) must, to the extent practicable, be kept at the education and care service premises if they relate to— (i) the operation of the service; or (ii) any staff member employed or engaged by the service; or (iii) any child cared for, or educated at, those premises— in the previous 12 months; and (b) in any other case, must be kept at a place, and in a manner, that they are readily accessible by an authorised officer.

Note prescribed documents are those in Regulation 177 ‘Prescribed enrolment and other documents to be kept by approved provider.’

Remember: If you need to use a checklist go to the members area of Centre Support’s website where every checklist imaginable is available.



Week 8, 22-26 March 2021- 6.1.3 Families are supported

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Answers from last week - Compliance test for educators

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Chloe says there's never any penalties applied to educators in the Regs. It's always the approved provider or nominated supervisor who cop any fines. What's your response?	That's wrong. Law section 166 'Offence to use inappropriate discipline' has penalties of \$10,000 for staff members and volunteers who use corporal punishment or any unreasonable discipline on a child at the service.	
Miss Zoe says there's nothing in the Regs about relationships with children. That's all covered in the EYLF/MTOP eg in the principle of 'Secure, respectful and reciprocal relationships.' Is she right?	No. Reg 155 'Interactions with children' covers the way education and care must be provided to children. This includes giving each child positive guidance and encouragement towards acceptable behaviour.	
Mr Mason says there's no requirement to have a service policy on relationships with children. What do you say?	That's not true. Reg 168(j) says services must have a policy on interactions with children, including the issues covered in Regs 155 'Interactions with children' and 156 'Relationships in groups.'	
Miss Brooke says there's nothing wrong with pulling a child's hair if they've pulled another child's hair because this demonstrates how much hair pulling hurts and helps them learn not to do it again. How do you respond?	Doing this to a child is illegal. It's a type of corporal punishment and is not a reasonable form of discipline. Law section 166 'Offence to use inappropriate discipline' has penalties of \$10,000 for staff members and volunteers who do this. It's also potentially child abuse which is reportable to Child Protection authorities.	

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Miss Fatima wonders how educators are supposed to find out what parenting support their families might need? What's your response?		
Miss Shontelle says a child's parents want to know the service structure and who the managers are? Should she tell them?		
Mr Liam says it's not his role to educate families about service policies and procedures. He's there to teach children? What's your response?		
Miss Cheyenne says families don't understand why educators won't follow the sleep/rest patterns they ask for? What should she be telling them?		

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Systems are in place to manage risk and enable the effective management and operation of a quality service.

This week, instead of looking at a Fair Work issue, we're reviewing a couple of management systems you should have in place to meet element 6.1.3.

Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

1. How do you provide families with information about service operations?

The information provided should include:

- The self-assessment/continual improvement process and service rating against the NQS eg meeting/exceeding
- Upcoming events/meetings
- Roles and responsibilities of managers and staff
- Service philosophy and how families can provide feedback
- Service policies and procedures and how families can provide feedback
- updates to policies and procedures before they occur
- the regulatory framework eg National Law and Regulations
- the Family Assistance Law eg Child care Subsidy

2. How do you provide families with information about parenting support and resources in the community?

The information provided should include information about and contact details for local community services that support parenting and family wellbeing.

You should ensure information about service operations and support services is easy to read and access eg provided in languages used at the service and in the local community, and in simple language with acronyms and abbreviations like NQS explained in full.

Information can be provided through various communication channels (eg social media, websites, newsletters, handbook, communication book, information area/library, posters) and should include families' preferred form of communication.

You should consider providing information about community support services in an area or in a way that can be accessed privately.

3. How do you make sure the information provided is current?

Families and staff need the information provided, for example, in the information area/library to be current. You should have measures in place to ensure this occurs eg you could:

- diarise to regularly review information area/resources
- assign responsibility for regularly reviewing appearance and currency of information area/library to particular staff
- include changes in support service information/contacts in staff meetings
- communicate changes in support service information/contacts to families using service communication channels

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