



Nominated Supervisor

Regulation 31 Condition on service approval-quality improvement plan

A service approval is granted subject to the condition that the approved provider ... must ensure that the current quality improvement plan ...—

- (a) is kept at the education and care service premises ...; and
- (b) is made available for inspection by the Regulatory Authority or an authorised officer; and
- (c) is made available on request to parents of a child who is enrolled at the service or who are seeking to enrol a child at the service.

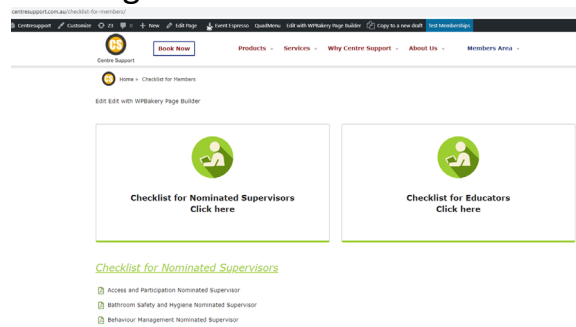
Regulation 55 Quality improvement plans

- (1) The approved provider ... must ensure that, within 3 months of the grant of the service approval, a quality improvement plan is prepared for the service that—
 - (a) includes an assessment by the provider of the quality of the practices of the service against the National Quality Standard and these Regulations; and
 - (b) identifies any areas that the provider considers may require improvement; and
 - (c) contains a statement of the philosophy of the service.
- (2) The approved provider must submit the quality improvement plan to the Regulatory Authority on request.

Regulation 56 Review and revision of quality improvement plans

- (1) The approved provider ... must review and revise the quality improvement plan for the service having regard to the National Quality Standard—
 - (a) at least annually; and
 - (b) at any time when directed by the Regulatory Authority.
- (2) The approved provider must submit the current quality improvement plan to the Regulatory Authority on request.

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 39, 6 December – 10 December 2021- 7.2.1 Continuous Improvement

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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 Ruby asks what NQS Standards are strongly related to the responsibilities of the EL? Please respond.	Standard 1.1: The educational program enhances each child's learning and development. Standard 1.2: Educators facilitate and extend each child's learning and development. Standard 1.3: Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.	
Mr Zeke asks if you can you have two Educational Leaders. Can you?	No. Reg 118 requires 1 person to be nominated as EL. However, ACECQA says "there is scope to see educational leadership as a shared or distributed responsibility.... " where some staff might support the EL.	
Miss Darcie asks if the name of the EL needs to be displayed in the foyer. Does it?	Yes. This is part of complying with Reg 173 Prescribed information to be displayed.	

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Name of educator:

Questions	Response	Pass or Fail
Miss Mackenzie asks how often the QIP must be reviewed? Please respond.		
Mr Nate asks if the Service needs to display the QIP? Do they?		
Miss Melyssa asks what happens if the Departments asks for their QIP and it hasn't been updated for ages? Please respond.		

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The Federal Government's Business website <https://www.business.gov.au/> has a lot of simple, easy to understand information about business grants, services and support.

This week we're looking at some of the information on [work, health and safety](#). The information about work functions may be especially relevant as we approach the end of the year.

Work health and safety (WHS) – sometimes called occupational health and safety (OH&S) – involves the management of risks to the health and safety of everyone in the workplace, including employees, customers, visitors and suppliers.

Employers must:

- provide a safe work environment
- provide and maintain safe machinery and structures
- provide safe ways of working
- ensure safe use, handling and storage of machinery, structures and substances
- provide and maintain adequate facilities
- provide any information, training, instruction or supervision needed for safety
- monitor the health of workers and conditions at the workplace.

Workers' compensation laws also require businesses to have a workers' compensation insurance policy for their employees.

Workers must:

- take care of their own health and safety
- take care not to do anything that could hurt others
- follow WHS instructions
- follow the workplace's WHS policies and procedures.

Each state has its own WHS laws and a regulator to enforce them. In some states there is a different regulator for workers' compensation. See [website](#) for details of these.

Work functions

While staff may not be working, employers are probably still responsible for their health and safety. Make sure internal policies and procedures are up to date, including those for acceptable behaviour, and bullying and harassment in the workplace. Employers can also send a friendly email reminding staff:

- the party is a work function
- the usual rules still apply, including those around sexual harassment
- they should be careful if consuming alcohol.

At the event:

- any alcohol should be served legally and responsibly
- there should be enough food and non-alcoholic drinks available
- arrangements should be made for staff to get home safely eg organising a bus, pre-ordering taxis or arranging designated drivers.

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