Continuity of Staff (Director)
NQS 4.1.2 Continuity of staff

HR Practices		
Yes	No	Do you follow robust recruitment practices that adequately screen staff to ensure they're able to do the job and a good fit with your Service values and culture eg detailed position descriptions, relevant interview questions, referee checks
Yes	No	Do you conduct exit interviews when staff resign to find out why they are leaving and change practice where relevant?
Yes	No	Do you implement regular performance appraisals to measure performance and understand staff strengths, interests and professional development goals?
Yes	No	Do you ensure staff training plans are implemented within agreed timeframes?
Yes	No	Do you immediately start to manage underperformance when this occurs so team members are not adversely affected?
Yes	No	Do you implement practices which recognise the performance of individual educators eg staff awards?
Other practices		
Yes	No	Do you provide regular opportunities for staff to discuss their ideas around the organisation of educators eg staff meetings?
Yes	No	Do educators follow written procedures when transitioning children between rooms or groups to ensure children are familiar with new educators before moving?
Yes	No	Are relief staff always familiar to children because you source them from a regular pool of casuals?

Actions required	
Date actions to be completed	.../.../..
Date actions completed	.../.../