**Governance - Nominated Supervisor Diary Notes**

**You may need to action sooner than guiding time frames.**

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| Weekly | |
| Service Presentation | Check presentation of rooms and service |

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| Monthly | |
| Children’s Information | Check nappy change/food/sleep charts being completed and displayed |
| Cleaning | Check monthly cleaning completed (see cleaning schedule) |
| Communication with families | Communicate regularly with families eg newsletter |
| Menu | Check menus consistent with menu checklists and dietary guidelines |
| Portfolios | Check children’s portfolios are up to date |
| Safety | Complete safety checklists eg indoor/outdoor/laundry/kitchen/room, ensure daily checklists completed, action any changes required |
| Smoke Alarms | Test every month |

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| Quarterly - 3 Months | |
| Child Care Subsidy | Audit processes and records using CCS checklist.  Provide relevant staff with training and resources on CCS/ACCS |
| Children’s Contact Details | Remind families service musthave up-to-date contact information in case of an emergency |
| Children’s Food Preferences | Remind families to update their child’s food preferences |
| Emergency Rehearsals | Rehearsals for all potential emergencies at least once every 3 months. Include requirement to check batteries, food, water, sunscreen and insect repellent in emergency kit and replace if necessary |
| Transportation Rehearsal | Rehearse transport procedures |
| Hazardous Substances Audits | Complete a hazardous substances audit |
| Incidents | Review nature of incidents occurring and implement changes if required |
| Medication Audit | Complete medication audit |
| Medical Information Update | Remind parents to update their child’s medical management plan, medical information, medication and immunisation status |
| Shade | Conduct shade audit to monitor existing shade structures and help plan for additional shade |
| Storage | Complete Indoor/Outdoor Storage Audit |

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| Half yearly - 6 Months | |
| Cleaning | Check half –yearly cleaning completed (see cleaning schedule) |
| Interviews | Organise ‘parent/teacher’ interviews |
| Personal Information | Discuss treatment and security of personal information with staff |
| Surveys | Obtain family feedback using parents surveys |

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| Annually – 12 months | |
| Cardio Pulmonary Resuscitation (CPR) | Check first aid qualifications don’t have CPR component that needs to be updated annually |
| Cleaning | Check annual cleaning completed (see cleaning schedule) |
| Emergency Management Plan | Test emergency management plan (emergency contact details, emergency procedures, emergency diagram, training plans, rehearsals) |
| Inventory | Check records up to date and all maintenance addressed |
| Kits | Review location and contents of First Aid and Emergency Kit(s) |
| Pests | Organise annual pest inspection |
| Policies | Check all policies reviewed |
| Records | Archive old records or destroy records no longer required |
| Refresher Training\*  Training required ASAP where educators not implementing correct procedures | * Allergy/anaphylaxis management (eg preventing cross contamination) /medical conditions * Auto Adrenaline Device (eg Epipen use) * Child Protection * Child Safe Practices eg safe sleep, supervision, ratios, excursion/transport procedures, water & sun safety * CPR * Emergency Equipment Use * First Aid practices (can include dental first aid) * Hazardous Chemicals * Hygiene practices eg cough and sneeze etiquette, hand washing (especially before flu season) and benefits of influenza vaccine * Immunisation/infectious disease information for staff * Risk Management practices including risk assessments * WHS/OHS including manual handling and bullying, discrimination, harassment |
| Smoke Alarms | Replace removable alkaline batteries once a year eg when daylight savings ends. |

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| 3 Years | |
| SunSmart Program | Review SunSmart program membership every 3 years – it may be longer for some states. Reminders should be emailed from SunSmart 90, 60 and 30 days before expiry |

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| As Required | |
| Qualifications | Ensure staff renew first aid qualifications before expiry  Qualifications need to be renewed before expiry |
| Child protection clearance eg Working with Children Check (WWCC) | Ensure staff renew WWCC before they expire  NSW holders get email 3 months before expiry |
| Emergency Equipment | Organise test of equipment in line with recognised guidelines |

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| Family Communications | |
| Sun Safety | Include positive messages about sun safety and sun protection measures when communicating with families |

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| Staff Meeting Topics\*  \*Ensure topics discussed with staff absent from meetings | |
| Medical Plans | Discuss children’s medical plans, medication and medical needs.  Regularly reflect on risk management practices which prevent triggering an adverse reaction in child’s health conditions and implement any improvements |
| Emergency Management Plan and Emergency Response Procedures | Discuss emergency plan and procedures, especially after a scheduled drill rehearsal |
| Work Health and Safety | Discuss identified risks and WHS practices eg manual handling, storage |

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| Term 1 | |
| Transition to School Plan | Ensure School Readiness Program ready and all preschool staff trained. |
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| Term 4 | |
| Christmas Parties | Arrange parties |
| Graduation Ceremony | Organise pre-school graduation ceremony |
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