**Staffing - Appointment Nominated Supervisor**

Note you also need to complete ACECQA form NS01

I appoint <INSERT FULL NAME>

to be a Nominated Supervisor at < INSERT NAME OF SERVICE >

and declare that that this person:

* has the required skills to be a person in day to day charge eg has adequate knowledge and understanding about providing education and care including understanding of child protection obligations
* can effectively supervise and manage the service
* is at least 18 years
* has successfully completed a child protection course approved by the NSW Regulatory Authority (NSW ONLY)
* is a fit and proper person - they have
  + a current child protection clearance
  + declared they have never been subject to any compliance action or disciplinary proceedings under the National Law or Regulations or State/ Territory early childhood laws and have completed ACECQA’s Compliance History Statement
  + declared they are not a ‘Prohibited Person’ using ACECQA’s Prohibition Notice Declaration

Signature

Print Full Name

Approved Provider

Date

I accept being Nominated Supervisor and will always uphold the National Law and Regulations, my obligations as Nominated Supervisor under those laws and regulations, and the policies, procedures, philosophy and Code of Conduct of the service

Signature

Print Full Name

Date