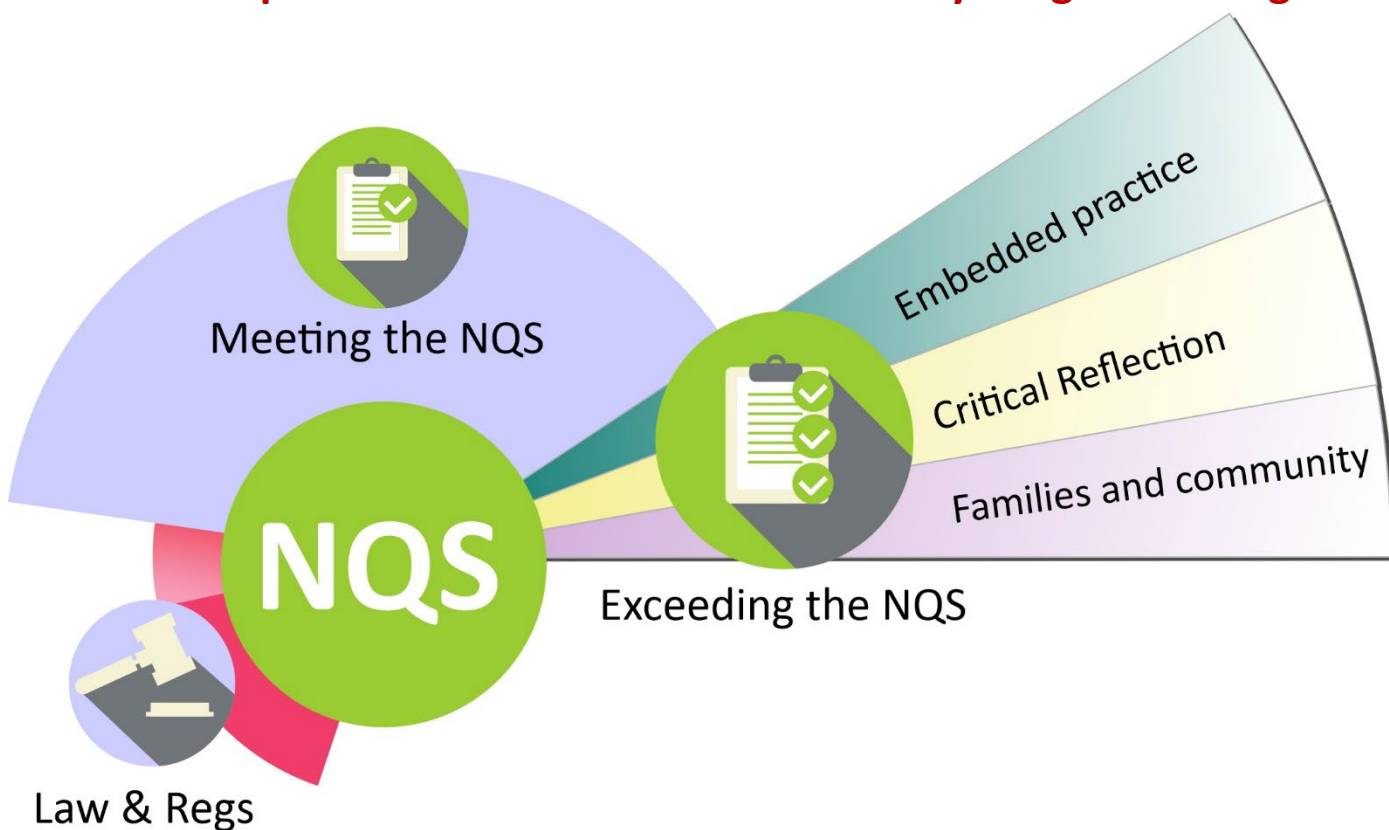


Section 2. Experienced educators – ensure everything is meeting.



First step: We must ensure the Law and Regulations are always met. **Second step:** then we look at the NQS and work through the process of meeting the element. **Third step:** then we can look at and complete the exceeding themes. The logo above shows the effort required to do these three components. It should be easy and take little time to meet the Law and Regulations once you know what is required. Meeting then can become everyday practice, while exceeding takes a lot more time, thinking, connecting to families and community and practice change.



Law & Regs

Law section 165 Offence to inadequately supervise children
Penalty **\$10,000 or \$50,000** if not individual. (1) & (2) The approved provider and nominated supervisor ...must ensure that all children ...are adequately supervised at all times.

Law section 167 Offence relating to protection of children from harm and hazards Penalty **\$10,000 or \$50,000** if not individual. (1) & (2) The approved provider and nominated supervisor ...must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

Regulation 77 Health, hygiene and safe food practices
Penalty **\$2,000** (1) & (2) The approved provider and nominated supervisor ...must ensure that nominated supervisors, staff members and volunteers ...implement— (a) adequate health and hygiene

practices; and (b) safe practices for handling, preparing and storing food— to minimise risks to children...

Regulation 83 Staff members not to be affected by alcohol or drugs Penalty **\$2,000** The approved provider and nominated supervisor...must ensure that a nominated supervisor or a staff member of, or volunteer ...is not affected by alcohol or drugs (including prescription medication) so as to impair the person's capacity to supervise or provide education and care to children being educated and cared for by the service.

Regulation 84 Awareness of child protection law
Penalty **\$1,000**. The approved provider ...must ensure that nominated supervisors and staff members ...who work with children are advised of— (a) the existence and application of the current child protection law; and (b) any obligations that they may have under that law.

Regulation 86 Notification to parents of incident, injury, trauma and illness Penalty **\$2,000**. The approved provider...must ensure that a parent of a child...is notified as soon as practicable, but not later than 24

hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for.

Regulation 87 Incident, injury, trauma and illness record. The approved provider...must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation.

Regulation 103 Premises, furniture and equipment to be safe, clean and in good repair Penalty **\$2,000**
The approved provider...must ensure that the ... premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair

Regulation 170 Policies and procedures to be followed Penalty **\$1,000** The approved provider...must take reasonable steps to ensure that nominated supervisors and staff members of, and volunteers at, the service follow the policies and procedures required under regulation 168.



Meeting the NQS

Element 7.1.3 Roles and Responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service. Educators understood this to mean that they should have a clear understanding of:

- their roles, responsibilities and expectations for their performance
- the staffing structure.

Assess your practice first.

Read the below description and evaluate it in relation to your practices.

Meeting – Referring a Parent to a Policy/Procedure:

A parent expressed concerns about why their child was not allowed to bring certain toys from home for indoor play. I referred the parent to our "Personal Belongings Policy," explaining that the policy ensures the safety of all children and maintains a conducive learning environment. I highlighted the section that addresses toy restrictions and emphasised that it was a practice aimed at preventing conflicts and safeguarding the well-being of all children.

Noticing Unsafe Conditions: During outdoor play, I noticed a loose railing on the playground's staircase, which posed a potential safety hazard. I immediately reported the issue to the management and documented it in the incident report book. I ensured the area was cordoned off to prevent children from accessing it until repairs were made. I communicated with the maintenance team and followed up to ensure the railing was fixed promptly.

Referring to National Law, Regs, or NQS: There was uncertainty about whether certain dietary restrictions needed to be followed for a child with allergies during a special event, especially when the father tells us his child doesn't have dietary restrictions, it's the mother's opinion. I referred to the relevant sections of the National Law and Regulations that talk about the health and safety of children. I also consulted the service's Food and Nutrition Policy and the regs and NQS. I ensured that the child's specific needs were met while adhering to the regulatory guidelines and the mothers request that was supported by a doctors medical management plan for the child.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

A MEETING QIP and Self-Assessment Tool (SAT)

Give an example of a time you've referred a parent to a policy/procedure to help explain your actions.

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Give an example of a time you noticed something inside or outside that was unsafe and what you did about it.

Give an example of a time you referred to the National Law, Regs or NQS when you weren't sure about what you should be doing?

If you and your educators need to learn how to do the above to achieve meeting, proceed to the next page.