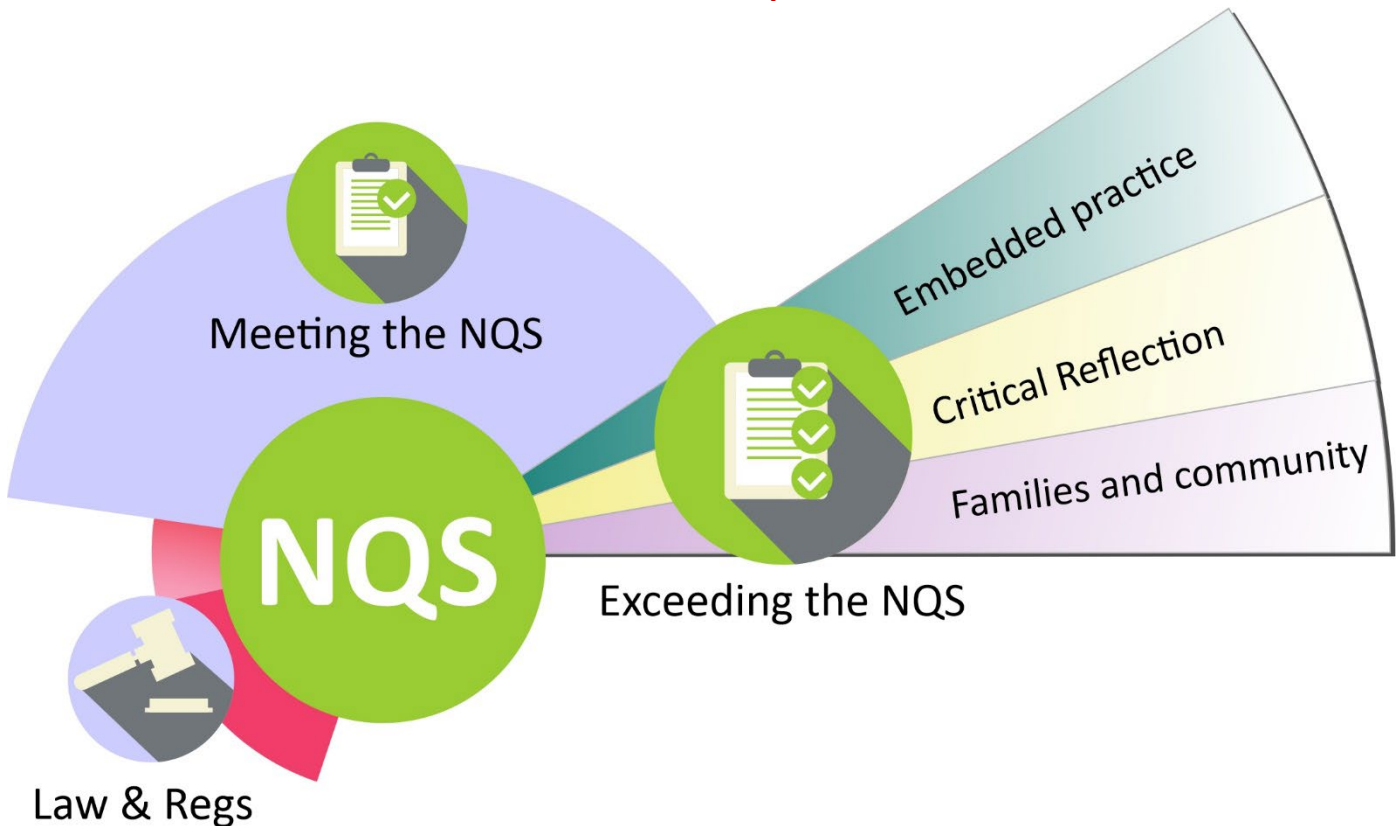


Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### Section 9 - Educational Leader and Nominated Supervisor



**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.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.
- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Use this video to learn more about the element. Click here to watch the video <https://vimeo.com/manage/videos/513308746/970349dc0a>
- (4) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (5) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (6) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.



## 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 Millie asks if there's any document that clearly says what their responsibilities are. Is there?		
Miss Melissa asks if educators are responsible for managing risk at the service. Please respond.		
Miss Simone says it's just the cook that needs to understand safe food handling. Is she correct?		
Mr Locky says it's fair enough to ban alcohol and tobacco from the service, but what about prescription medicine if someone's affected by that? Please respond.		
Miss Riana asks if they always have to complete an Incident Record for something relatively minor eg removal of a splinter. Do they?		
Miss Anna says she does a certain thing her way because it's better than the way outlined in the relevant Policy. Is this okay?		

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 14.8.23	Met educators individually to review goals for prof develop	Educators	Discussed their professional development goals and areas for improvement.	Schedule regular one-on-one sessions to provide ongoing support and track progress.
Monday 14.8.23				
Tuesday 15.8.23				
Wednesday 16.8.23				
Thursday 17.8.23				
Friday 18.8.23				

General thoughts or ideas



## Compliance test for educators ANSWERS for this week.

**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 Millie asks if there's any document that clearly says what their responsibilities are. Is there?	A staff member's responsibilities should be clearly spelt out in their job description – it may say something about following all legal instructions from managers, and correctly and completely implementing the National Law/Regs, NQS and EYLF/MTOP. When in doubt – refer to these – or the Guide to the NQF and EYLF/MTOP.	
Miss Melissa asks if educators are responsible for managing risk at the service. Please respond.	The Approved Provider and all staff and volunteers have a responsibility to manage risk. Educators need to always be on the lookout for potential risks, and take action to remove the risk or reduce it to an acceptable level. Risks may relate, for example, to the environment, visitors, activities and events. Risky activities/events and excursions or transportation of children must not be implemented without a risk assessment..	
Miss Simone says it's just the cook that needs to understand safe food handling. Is she correct?	No. All staff and volunteers must be aware of safe food handling practices if the service provides food – it's not just the cook that handles or manages food, for example, in the rooms or during cooking activities.	
Mr Locky says it's fair enough to ban alcohol and tobacco from the service, but what about prescription medicine if someone's affected by that? Please respond.	Reg 83 says staff and volunteers must not be affected by alcohol or drugs ( <i>including prescription medication</i> ) which impairs their capacity to supervise or provide education and care.	
Miss Riana asks if they always have to complete an Incident Record for something relatively minor eg removal of a splinter. Do they?	Yes – the incident may have unforeseen outcomes eg the child may have an infection, go to hospital, or have another injury related to the first but not initially identified. How will you explain the absence of an Incident Record when parents complain or the Department investigates?	
Miss Anna says she does a certain thing her way because it's better than the way outlined in the relevant Policy. Is this okay?	No. Reg 170 says all staff and volunteers must follow the policies and procedures required under Reg 168. <b>Recently a Service in WA was fined \$12,500 for leaving a child on a bus. The investigation found that despite the service having transportation policies, procedures and risk assessment in place, and training for staff, it had no monitoring systems in place to ensure staff followed these procedures.</b>	