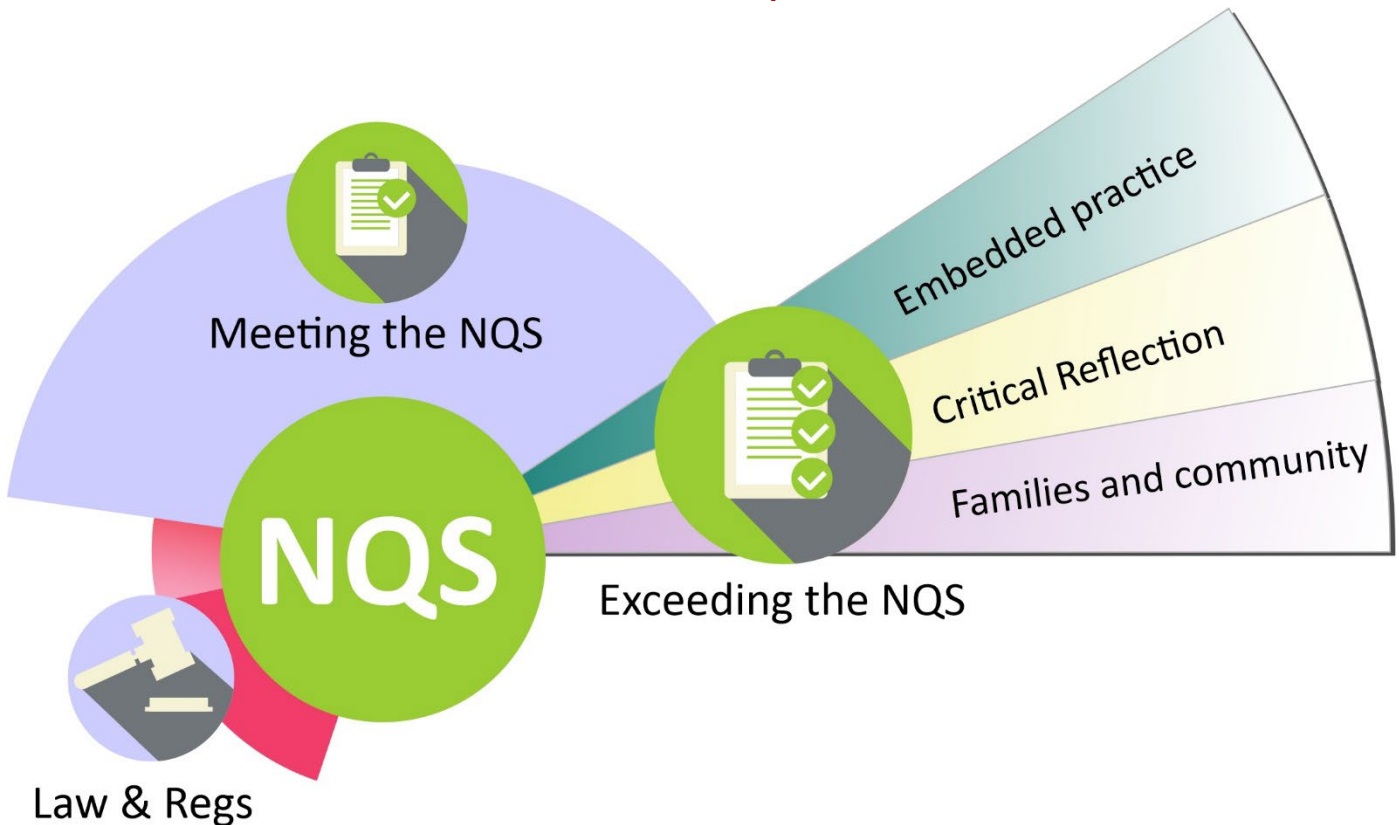


Premises, furniture and equipment are safe, clean and well maintained.

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) 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.
- (4) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (5) 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.

Week 35, 6 to 10 November 2023 – 3.1.2 Upkeep

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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 Bri asks what educators should do to comply with Regulation 103 Premises, furniture and equipment to be safe, clean and in good repair. Please provide some examples.		
Mr Nate asks if there's anything in the law that applies to Reg 103 Premises, furniture and equipment to be safe, clean and in good repair. Is there?		

Premises, furniture and equipment are safe, clean and well maintained

Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 6.11.23	Conduct safety checks of outdoor play equipment.	Children	Identified equipment without rubber feet.	Conducted an excursion to Bunnings with children to buy rubber feet.
Monday 6.11.23				
Tuesday 7.11.23				
Wednesday 8.11.23				
Thursday 9.11.23				
Friday 10.11.23				

General thoughts or ideas

Week 36, 6 to 10 November 2023 – 3.1.2 Upkeep

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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 Bri asks what educators should do to comply with Regulation 103 Premises, furniture and equipment to be safe, clean and in good repair. Please provide some examples.	<p>Educators should:</p> <ul style="list-style-type: none"> • advise leaders/managers if they identify things that are broken, unsafe or dirty - and they can't satisfactorily clean it • know, understand and follow: <ul style="list-style-type: none"> ○ cleaning and maintenance schedules and procedures ○ procedures for handling and storage of hazardous products • immediately remove or block access to items that pose a danger to children • immediately clean up spills of urine, blood, faeces, vomit • complete risk assessments before using new potentially dangerous equipment or implementing potentially dangerous activities • teach children how to use new equipment • implement exclusion periods as outlined in Infectious Diseases Policy 	
Mr Nate asks if there's anything in the law that applies to Reg 103 Premises, furniture and equipment to be safe, clean and in good repair. Is there?	Yes, Law section 167 Offence relating to protection of children from harm and hazards is relevant.	

Week 35, 6 to 10 November 2023 – 3.1.2 Upkeep

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