



Law & Regs

Harm and Hazards

- Fine: \$11,400 (individual), \$57,400 (organisation)
- Requirement: Take reasonable precautions to protect children from harm and hazards.

Regulation 77: Health, Hygiene, and Safe Food Practices

- Fine: \$2,200
- Requirement: Implement health, hygiene, and safe food practices to minimise risks.

Regulation 83: Alcohol and Drugs

- Fine: \$2,200
- Requirement: Ensure staff and volunteers are not impaired by alcohol or drugs.

Regulation 84: Child Protection Law Awareness

- Fine: \$1,100
- Requirement: Inform staff about child protection laws and their obligations.

Regulation 86: Notification to Parents

- Fine: \$2,200
- Requirement: Notify parents within 24 hours of any incident, injury, trauma, or illness involving their child.

Regulation 87: Incident Records

- Requirement: Keep records of all incidents, injuries, trauma, and illness.

Regulation 103: Safety, Cleanliness, and Maintenance

- Fine: \$2,200
- Requirement: Ensure premises, equipment, and furniture are safe, clean, and in good repair.

Regulation 170: Policies and Procedures

- Fine: \$1,100
- Requirement: Ensure all staff and volunteers follow the required policies and procedures.

Why is the element important?

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.

What could potentially go wrong if educators didn't do the above?

Disruption in Decision-Making: A lack of clarity about roles and responsibilities can impede effective decision-making. Without a clear framework, educators may struggle to contribute meaningfully to discussions and strategic planning, resulting in delayed or ineffective decisions.

Confusion and Inefficiency: When educators are unsure of their specific tasks and responsibilities, it can lead to confusion, duplication of efforts, missed tasks, and inefficiencies in daily operations.

Negative Impact on Children: Children thrive in environments with structure and predictability. Uncertainty among educators about their roles can lead to inconsistent care, impacting children's emotional well-being, sense of security, and overall development.

Inconsistent Service: Without a clear understanding of roles, service delivery can become inconsistent. This can result in children receiving varying levels of attention and support, affecting their overall learning experiences.

Lack of Accountability: Unclear roles can lead to a lack of accountability, where educators might not take ownership of their tasks. This can decrease the quality of care, result in missed deadlines, and overall decline in service performance.

Communication Breakdown: Clarity in roles is essential for effective communication among staff members. Without it, miscommunication, misunderstandings, and conflicts can arise, potentially disrupting the team's collaboration and effectiveness.

Dissatisfaction and High Turnover: Educators who are unsure about their roles may become frustrated and dissatisfied, leading to burnout and high turnover rates. This disrupts continuity and stability, which is crucial for providing consistent care to children.

Regulatory Non-Compliance: Clear roles and responsibilities are vital for ensuring compliance with regulations and safety standards. If educators are unaware of their obligations, the service may unintentionally breach regulations, risking legal and reputational consequences.



You must practice

It's very important to make sure Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Here are some practical examples for meeting

Disruption in Decision-Making: Implement regular team meetings where roles are clearly outlined, and responsibilities are assigned. Encourage open discussions and provide opportunities for all educators to contribute ideas and feedback, ensuring everyone understands their part in the decision-making process.

Confusion and Inefficiency: Develop and distribute detailed job descriptions for all staff members. Conduct training sessions to explain specific tasks and responsibilities and use visual aids like flowcharts to map out daily routines and duties, minimising confusion and duplication of efforts.

Negative Impact on Children: Establish consistent routines and practices that all educators follow. Regularly review and adjust these routines to ensure they meet the developmental needs and interests of the children, providing a stable and nurturing environment.

Inconsistent Service: Implement standard operating procedures (SOPs) for common tasks and interactions. Conduct regular peer observations and feedback sessions to ensure all educators are delivering consistent care and support to children.

Lack of Accountability: Introduce a performance review system where educators set personal goals and receive feedback on their progress. Clearly link individual responsibilities to overall service performance, fostering a sense of ownership and accountability.

Communication Breakdown: Create clear communication channels, such as a staff bulletin board, regular email updates, and scheduled team huddles. Encourage a culture of open communication where

staff feel comfortable discussing their roles and responsibilities and seeking clarification when needed.

Dissatisfaction and High Turnover: Provide ongoing professional development opportunities and mentorship programs. Regularly check in with staff to address any concerns or challenges they face, and recognise and reward their contributions to foster job satisfaction and reduce turnover rates.

Regulatory Non-Compliance: Conduct regular training on regulatory requirements and safety standards. Use checklists and audits to ensure compliance, and appoint a compliance officer to oversee that all educators are aware of and adhere to their legal obligations.

After reading these points, which one(s) do you think you are doing well? Describe your practice in detail so it can go directly into your QIP or SAT (NSW only).

After reading these points, which one(s) do you think you need to work on? Describe how you could improve your practice.