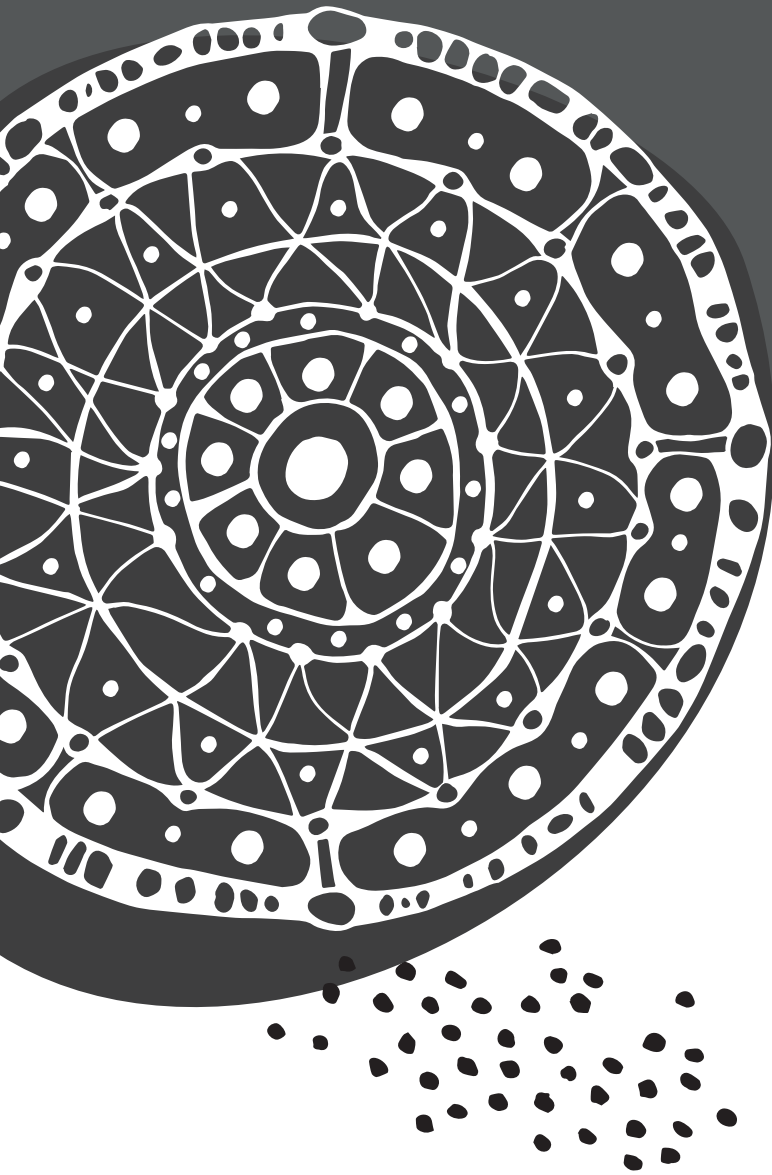


# CHECKLIST OF OBLIGATIONS UNDER THE NATIONAL QUALITY FRAMEWORK





This is a checklist of the obligations of the approved provider and persons with management or control (PMC) of that approved provider under the National Quality Framework (NQF). Obligations are categorised under each quality area of the National Quality Standard within the NQF.

This checklist also contains the specific obligations of the nominated supervisor/s, who the committee members with management or control of the service may rely on to manage the day-to-day running of the service. While committee members can rely on the nominated supervisor/s and other staff and educators for support, the committee members are always bound by their legal obligations and are responsible for complying with the Education and Care Services National Law and Regulations under the NQF.

This checklist is part of a governance induction kit for committee members of education and care services.

Other resources in the kit that may be useful are:

- Getting to Know the National Quality Framework: Tool for Committee Members;
- Your Responsibilities as a Person with Management or Control;
- Who's Who at our Service; and
- Introduction to Committee Roles and Responsibilities in an Education and Care Service, video clip.

# QA1– EDUCATIONAL PROGRAM AND PRACTICE

## Quality Area (QA) 1 is about supporting the learning needs of each child through a quality educational program.

The educational program is based on the Early Years Learning Framework (EYLF). This document describes principles and activities, as well as the outcomes that children should be achieving, to inform educators and staff in developing quality programs.

It is important that the educational program can be changed or is flexible enough to support the learning needs, interests and experiences of each child.

How we implement the program is critical to best supporting the learning of children at our service.

Remember – children are capable and independent little people. Our job is to bring out their strengths and support them to continue to grow through exciting play-based activities.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
1	Approved Learning Framework must guide the development of the program (regulation 254, sections 323, 168)	✓	✓
1	Program is developed that contributes to each child’s learning and development outcomes in the EYLF (regulation 73)	✓	✓
1	Each child is assessed and their progress documented (regulations 74 and 274A)	✓	
1	Educational program information publicly displayed and program copy available (regulation 75)	✓	
1	If requested, families given information on the program, routines and documentation on their child (regulation 76)	✓	

## QA2– CHILDREN’S HEALTH AND SAFETY

**Quality Area (QA) 2 focuses on providing a safe and supervised space for children and making sure that the service is meeting their basic needs every day.**

This includes things like healthy food, water, physical activity, rest and relaxation. It is also important to be aware of our responsibility to identify and take action concerning any risk of child abuse or neglect. Supporting children’s wellbeing is at the heart of what we do.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
2	Precautions taken to protect children from harm or hazards (section 167)	✓	✓
2	Health, hygiene and safe food practices followed (regulation 77)	✓	✓
2	Healthy food and available water (regulations 78-79, 168(2)(i)) with weekly menu displayed (regulation 80)	✓	✓
2	Sleep and rest needs met (regulations 81, 168(2)(v))	✓	✓
2	There is a safe environment, free from tobacco, drugs and alcohol, and children cannot access dangerous items (regulations 82, 83, 97, 103, section 167)	✓	✓
2	Educators aware of child protection law and training provided for persons in day-to-day charge and nominated supervisors (regulation 84, section 162A)	✓	
2	Service policies and procedures on accidents, injuries and illness, notifications and record keeping requirements (regulation 85-87)	✓	
2	Steps taken to prevent spread of infectious diseases and respond to them (regulations 88, 168(2)(c))	✓	
2	First aid kits (regulation 89)	✓	
2	Medical conditions policy (regulations 90, 91, 168(2)(d))	✓	
2	Medication record kept (regulations 92)	✓	
2	Administration of medication (regulations 93, 94, 95, 96)	✓	✓
2	Emergency and evacuation procedures are developed and displayed, and practiced at least every three months (regulations 97- 98)	✓	
2	Children don’t leave the service area except when authorised (regulation 99)	✓	✓
2	Procedures for excursions in place, including authorisations and risk assessments (regulations 100, 101, 102)	✓	✓
2	Educators are supervising children effectively (section 165)	✓	✓



## QA3– PHYSICAL ENVIRONMENT

**Quality Area (QA) 3 focuses on a good design and set up for a healthy space for little ones.**

This ensures that each child is safe from injury at the service, can participate in many different activities to

support their development and can seek out things that interest them to direct their own play. Supporting them to understand what is good for our environment is also important.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
3	Premises, furniture and equipment are: <ul style="list-style-type: none"> <li>• safe, clean and in good repair (regulation 103); and</li> <li>• adequate and developmentally appropriate (regulation 105)</li> </ul>	✓	
3	A fence or barrier in any outdoor space that prevents children leaving (regulation 104)	✓	
3	Arrangements for dealing with soiled clothes, linen and nappies (regulation 106)	✓	
3	Adequate required space for the children indoors and outdoors (regulations 107, 108)	✓	
3	Appropriate toilet, hand washing and nappy change facilities (regulations 109, 112)	✓	
3	Adequate light, ventilation and shade (regulations 110, 114)	✓	
3	Adequate space for administration activities and consulting with parents (regulation 111)	✓	
3	Outdoor space allows children to explore and experience the natural environment (regulation 113)	✓	
3	All areas of the service are easily supervised (regulation 115)	✓	

## QA4– STAFFING ARRANGEMENTS

**Quality Area (QA) 4 focuses on the importance of qualified and experienced educators and staff who follow professional standards.**

It also promotes collaboration and a culture of learning among educators and staff, where educators and staff recognise each other's strengths and challenges and learn from each other.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
4	Appropriate educational leader appointed (regulation 118)	✓	
4	Educators under 18 are supervised (regulation 120)	✓	
4	Educator to child ratio is maintained and only educators working directly with children are included in the ratio (regulations 122,123, 271; section 169(1))	✓	✓
4	Educators required to meet the ratio hold or are actively working towards the required qualifications (regulation 126, section 169)	✓	✓
4	Required first aid, asthma and anaphylaxis training completed (regulation 136)	✓	
4	Requirements for presence of early childhood teachers met (regulations 125, 126, 130-135, 272, section 169)	✓	✓
4	Service does not operate without nominated supervisor who meets the minimum requirements (sections 161, 161A)	✓	
4	Nominated supervisors and persons in day-to-day charge are fit and proper, have adequate knowledge and understanding of education and care and an ability to effectively supervise and manage an education and care service (regulation 117A-C)	✓	



## QA5– RELATIONSHIPS WITH CHILDREN

**Quality Area (QA) 5** is about educators and staff developing responsive, warm, trusting and respectful relationships with children that promote their wellbeing, self-esteem, sense of security and belonging.

It also focuses on supporting positive relationships between children and helping children to regulate their behaviour and manage conflict.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
5	Educators interact with children in positive ways (e.g. encouraging self-expression, supporting self-esteem and self-reliance, providing guidance on behaviour and reflecting cultural values) (regulation 155)	✓	
5	Size and composition of each group of children provides opportunities to interact and develop respectful and positive relationships (regulation 156)	✓	
5	Inappropriate discipline is not used (section 166)	✓	✓

## QA6– COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

**Quality Area (QA) 6** focuses on supportive, respectful relationships with families in which families feel supported and contribute to service decisions.

It also requires broader community engagement and partnerships with relevant services and schools to ensure children get the supports that they need.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
6	Access provided to the service for parents (regulation 157)	✓	✓
6	Inappropriate persons excluded from service (sections 170, 171)	✓	✓

## QA7– GOVERNANCE AND LEADERSHIP

**Quality Area (QA) 7 focuses on effective leadership and governance of education and care services.**

This requires systems to support effective management and operation of the service, consistent with the service’s statement of philosophy. It also requires good planning and quality improvement processes and procedures, and a culture of learning.

Quality Area	Responsibilities	PMC and Approved Provider	Nominated Supervisor
7	Service approval secured before operation (section 103)	✓	
7	Service approval obtained or applied for before service is advertised (section 104)	✓	
7	Service not operated without responsible person present (section 162)	✓	
7	Quality Improvement Plan is prepared, contains a statement of the service philosophy and is revised at least annually (regulations 55-56)	✓	
7	Children’s attendance and enrolment records, as well as other identified documents, are kept (regulations 145-152, 158, 160, 177, section 175)	✓	
7	Authorisations and health information kept in enrolment record (regulations 161-162)	✓	
7	Policies and procedures kept, maintained, available and followed (regulations 168, 170, 171)	✓	
7	Parents notified if significant changes to policies or procedures are made (regulation 172)	✓	
7	Required information displayed (regulation 173, section 172)	✓	
7	Notifications required to regulatory authority (regulations 174, 175, 176, sections 173, 174)	✓	
7	Evidence of public liability insurance kept (regulations 180, 29, s51(4))	✓	
7	Storage and confidentiality of records (regulations 181, 183, 184)	✓	
7	National Law and Regulations available (regulation 185)	✓	