**NQS COMPLIANCE CHECKLIST Name of Service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**QUALITY AREA 4: STAFFING ARRANGEMENTS**

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| GUIDANCE FOR CHILDREN OF ALL AGES AND ALL SERVICE TYPES |
| QA STANDARD ELEMENT | AVAILABLE TO SIGHT | LOCATION | NOTES | ü |
| Organisation of Educators4.1.1 | Rosters for all staff that meet staffing requirements including the first aid certificate holder on duty at all times. Relief staff induction | * Office
* Staff room
* Entry/foyer (Optional)
* Individual staff files
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| Organisation of Educators***Continued*** 4.1.1 | Supervisor certificates | * Displayed in office *or* entry/foyer
* Individual staff records
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| Continuity of Staff4.1.2 | Staff rosters and staff exit interviews | * Individual staff records (Office)
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|  | Staff records, including information about: |  |  |  |
| Professional Collaboration | nominated supervisors, all staff and educatorsworking directly with children, educational | * Staff roster
* Staff time sheet
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|  | leader and volunteers. Also the regular meeting | * Team meeting records
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| 4.2.1 | minutes and the educational leaders reflective | * Educational Leader folder
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|  | journal |  |

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| Professional Collaboration***Continued*** 4.2.1 | Staff records for all staff, including: full name, address and date of birth. Evidence of qualifications or evidence that the educator is working towards a qualification and evidence of approved training | * Individual professional development record (Office)
* Individual staff file/folder (Office)
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| Professional Collaboration***Continued*** 4.2.1 | Evidence that all educator staff engage with colleagues to reflect on practice, explore new possibilities, and plan for children’s experiences | * Reflective journals
* Minutes from staff meetings
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| Professional Collaboration***Continued*** 4.2.1 | Documented examples of projects or teamwork that capitalise on the diverse skills, knowledge, and strengths of the team | * Completed projects
* Photographs
* Daily diary/communication book
* Minutes from staff meetings
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| Professional Standards4.2.2 | Staff Working With Children checks | * Educator’s individual folder/file, or
* Individual Professional Development file
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| Professional Standards***Continued*** 4.2.2 | Educators qualifications | * Educator’s Professional Development file
* Certificates displayed in office/entry (Optional)
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| Professional Standards***Continued*** 4.2.2 | Family Day Care: Coordinator qualifications | * Displayed in entry/foyer
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| Professional Standards***Continued*** 4.2.2 | Early Childhood Australia Code of Ethics (Acknowledged read & understood by all staff) | * Staff/educator handbook
* Displayed in entry
* Copies available in entry
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| Professional Standards***Continued*** 4.2.2 | Staff / Educator Handbook that includes: Service philosophy, ECA Code of Ethics, Position descriptions, Professional standards applicable to educators and Code of Conduct signed byeducators | * Office or staff room
* Policies and procedure’s manual
* Staff induction pack
* Classrooms
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 Completed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_