**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 Educators  4.1.1 | 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 |  |  |
| Organisation of Educators  ***Continued*** 4.1.1 | Supervisor certificates | * Displayed in office *or* entry/foyer * Individual staff records |  |  |
| Continuity of Staff  4.1.2 | Staff rosters and staff exit interviews | * Individual staff records (Office) |  |  |
|  | Staff records, including information about: |  |  |  |
| Professional Collaboration | nominated supervisors, all staff and educators  working directly with children, educational | * Staff roster * Staff time sheet |
|  | leader and volunteers. Also the regular meeting | * Team meeting records |
| 4.2.1 | minutes and the educational leaders reflective | * Educational Leader folder |
|  | 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) |  |  |
| 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 |  |  |
| 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 |  |  |
| Professional Standards  4.2.2 | Staff Working With Children checks | * Educator’s individual folder/file, or * Individual Professional Development file |  |  |
| Professional Standards  ***Continued*** 4.2.2 | Educators qualifications | * Educator’s Professional Development file * Certificates displayed in office/entry (Optional) |  |  |
| 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 |  |  |
| 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 by  educators | * Office or staff room * Policies and procedure’s manual * Staff induction pack * Classrooms |  |  |

Completed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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