

Appendix



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Schedule Checklist: National Quality Standard elements reflected in Policies and Procedures

This checklist is designed to assist users of this Manual to align their policies and procedures to the 7 Quality Areas of the National Quality Standards (NQS).

In Chapter 5 you will find sample policies and procedures that will help you comply with the specific requirements of NQS. For an explanation of the National Quality Standard, refer back to Chapter 3 of the Manual.

Once you develop your own 'Policies and Procedures Manual' for your service, drawing on the samples given in Chapter 5 where appropriate, you can then use this Schedule to help create your own checklist.

Always remember that this Manual assumes compliance with meeting the National Regulations and the National Quality Standard (see Chapter 3 for an explanation of this system). If your service chooses to implement practice that exceeds the NQS your policies will reflect procedures and practice that extends on meeting the NQS.

Note: This checklist is prepared based on the Guide to the National Quality Standard, available as at the date of publication.

You should check at <http://www.acecqa.gov.au> for up to-date resources as they apply to the National Quality Standard.

Appendix

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Key Terms

Approved Provider – an individual person or group granted approval by the state Regulatory Authority to operate an education and care service

Approved Service – a service approved by the state Regulatory Authority to provide education and care to children

Assessment and Rating – process through which education and care services are assessed by the Regulatory Authority for compliance with national legislation and for the quality of practice against the National Quality Standard

Australian Children's Education and Care Quality Authority (ACECQA) – the national administrative body that oversees the implementation of the National Quality Framework throughout Australia

Authorised Officer (AO) – employed by the Regulatory Authority to assess and rate the quality of service practice against the National Quality Standard and the National Framework Legislation, and to manage notifications of complaints or serious incidents at services

Certified Supervisor (service) – as per current legislation, Approved Providers are deemed to be the certified supervisor and as such have authority to appoint suitability qualified and experienced persons to act as the Responsible Person/s at their approved service

Coordinator – member of staff at a service appointed to act as the person placed in the day to day charge of service. This person is often the Nominated Supervisor (but not necessarily)

Duty of Care – obligation under common law and the rules of negligence for education and care services to protect children, families, staff and all visitors to the service from harm. Refer to Chapter 3 of this Manual. Approved Providers, Nominated Supervisors, educators and staff need to understand their responsibilities under duty of care

Early Childhood Education and Care (ECEC) – is the Regulatory Authority for education and care services in Queensland falling under the umbrella of the Department of Education and Training in Queensland

Education and Care Services National Law Act 2010 – establishes a national approach to the regulation and quality assessment of education and care services throughout Australia including Early Childhood, Family Day Care and Outside School Hours Care services

Education and Care Services National Regulations 2011 – sets requirements under the National Law Act 2010 that must be met by education and care services

Educational Leader – appointed by the Approved Provider to lead and facilitate delivery of a quality education and care program for the children at their service, to guide educator practice and understanding of the approved learning framework and to set program goals

Elements – identified quality practice that aligns to the Standards and Quality Areas of the National Quality Standard

My Time, Our Place: Framework for School Age Care in Australia – outlines the Principles and Practice that support and promote learning Outcomes for children over preschool age

National Quality Framework (NQF) – Developed to promote wellbeing, educational and developmental outcomes for children and to promote continuous improvement in the provision of an education and care service (refer Chapter 3)

National Quality Standard (NQS) – Sets the benchmark across 7 quality areas for services to assess the quality of their operational and program practice

Nominated Supervisor – a suitably qualified and experienced person appointed by an Approved Provider to be in the day to day charge of a service

Outside School Hours care (OSHC) – OSHC services provide care to children over preschool age operating from school /community sites

Quality Improvement Plan (QIP) – must be developed by each service as part of a collaborative process of self-assessment of the quality of practice against the NQS and the national legislation

Regulatory Authority – responsible for approvals, monitoring and quality assessment for education and care services in their state or territory. In Queensland this authority is the Department of Education and Training - Early Childhood Education and Care

Responsible Person /Person in Charge – a suitably qualified or experienced educator/s appointed by the Approved Provider to act as the Responsible person in Charge in the absence of the Nominated Supervisor

School Age Care (SAC) – centre-based services approved to deliver education and care to children over preschool age and comprise outside school hours care (OSHC) and family day care (FDC)

Standards – set the benchmark for quality practice and are aligned to the 7 Quality Areas of the NQS

Appendix: C

Resources

Australian Children's Education and Care Quality Authority (national administrator of the National Quality Framework providing information for providers and educators)

<http://www.acecqa.gov.au/educators-and-providers/>

Blue Card Services (issuing clearances to operate and work in education and care services)

<https://www.bluecard.qld.gov.au/applications/applications.html>

<https://www.bluecard.qld.gov.au/education-and-care-services-and-similar-employment/index.html>

Child Care Benefit (information for education and care services)

<https://www.education.gov.au/child-care-service-handbook>

Child Protection and Mandatory Reporting

<https://www.communities.qld.gov.au/childsafety/protecting-children/about-child-protection/mandatory-reporting>

Children's health and immunisation

https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

<http://www.australia.gov.au/information-and-services/health/childrens-health-and-immunisation>

<http://vaccinate.initiatives.qld.gov.au/schedule/>

Education and Care Services National Law 2010

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/B73164FE5DA2112DCA2577BA0014D9ED/\\$FILE/10-069a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/B73164FE5DA2112DCA2577BA0014D9ED/$FILE/10-069a.pdf)

Education and Care National Regulations (current version as at 23 December 2016)

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

Health and infectious diseases information is available from the Commonwealth Government at

www.health.gov.au and from Queensland Health at www.health.qld.gov.au

National Association for Child Protection and Child Abuse (programs, resources and initiatives)

<http://napcan.org.au/our-programs/>

Other Queensland legislation is available from www.legislation.qld.gov.au

Parents and Citizens Associations Queensland

<http://education.qld.gov.au/corporate/pandc/> and <http://www.pandcsqld.com.au/>

Queensland Children's Activities Network (QCAN) Inc. (peak body for OSHC in Queensland)

www.qcan.org.au

Queensland Government - Early Childhood Education and Care (approvals, licensing and regulation of child care services in Queensland including assessment and rating of services)

<https://det.qld.gov.au/earlychildhood>

State Award for education and care services (private) and P & C managed services

http://www.qirc.qld.gov.au/resources/pdf/awards/c/c0600_ar10.pdf

http://qirc.qld.gov.au/qirc/resources/pdf/awards/p/parents_and_citizens_associations.pdf

Workplace Health and Safety law, codes and standards

<https://www.worksafe.qld.gov.au/>

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>