

A-19 Nominated Supervisor

NQS

QA. 2.1	Health
QA. 2.2	Safety.
QA. 4.1	Staffing arrangements.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2	Leadership.
QA. 7.2.2	Educational leadership.

National Regulations

Reg. 35	Notice of change to new nominated supervisor
Reg. 77	Health, hygiene and safe food practices
Reg. 78	Food and beverages
Reg. 79	Service providing food and beverages
Reg. 80	Weekly menu
Reg. 81	Sleep and rest
Reg. 83	Staff members not to be affected by alcohol or drugs
Reg. 84	Awareness of child protection law
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 100	Risk assessment must be conducted before excursion
Reg. 146	Nominated supervisor
Reg. 168	Education and care service must have policies and procedures
Reg. 173	Prescribed information to be displayed
Reg. 358	Working with children check to be read

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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Policy Statement

The Approved Provider (P&C Executive Committee) will ensure that the Centre has a Nominated Supervisor to manage the day-to-day running of the service. The Approved Provider will ensure the Nominated Supervisor has the appropriate training, knowledge and experience to enable them to comply with Education and Care Services National Law and Regulations and guide the day-to-day decisions of the service for the well-being of all involved.

Related Policies

- Normanhurst West OSHC Policy A-4: Enrolment
- Normanhurst West OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Normanhurst West OSHC Policy D-4: Food Handling and Hygiene
- Normanhurst West OSHC Policy D-16: Asthma
- Normanhurst West OSHC Policy D-17: Anaphylaxis
- Normanhurst West OSHC Policy D-20: Medication
- Normanhurst West OSHC Policy D-22: Child Protection
- Normanhurst West OSHC Policy E-5: Excursions

Procedure

Under the Education and Care Services National Law, all Approved Providers must ensure that there is a Nominated Supervisor in charge of the Centre at all times. The Nominated Supervisor of the Centre is generally the Centre Director. The Nominated Supervisor must accept their position in writing.

The Approved Providers of the Centre may become the Nominated Supervisor for their service, or otherwise employ an educator who currently holds the required qualifications and consent to be the Nominated Supervisor.

The Nominated Supervisor is responsible for the following:

- Developing and implementing educational programs in accordance with the “My Time, Our Place” Framework and National Quality Standards
- Ensuring all children in the service are appropriately supervised, free from inappropriate discipline and free from harm
- Ensuring all policies and procedures within the service are developed, reviewed and implemented in accordance with current legislative requirements, especially the National Regulations, National Law and National Quality Standards
- Ensuring children do not leave the premises of the Centre except in accordance with the National Regulations, for example, with a parent / authorised person, on an authorised excursion, for emergency medical treatment
- Ensuring that a parent of a child enrolled at the Centre may enter the service premises at any time when the child is under the care of the service, except when:
 - entry of the parent would pose a risk to the safety of children and staff or compromise the duty of the supervisor under National Law
 - the parent is prohibited by a court order from having contact with the child
- Ensuring that unauthorised persons at the Centre are under direct supervision while children are present

- Implementing adequate health and hygiene practices including safe practices for preparing, handling and storing food
- Ensuring children have access to safe drinking water at all times, and are offered food and beverages on a regular basis throughout the day
- Ensuring that the food and beverages supplied by the service are nutritious, adequate in quantity, and chosen with consideration of individual children's dietary requirements
- Ensuring that a weekly menu is displayed on the premises of the service and is accessible to parents, accurately outlining the food and beverages to be provided
- Ensuring medication is not administered to a child unless authorised (with the exception of an anaphylaxis or asthma emergency) and in accordance with the National Regulations. Where medication is administered to a child without authorisation (in the case of an anaphylaxis or asthma emergency), the Nominated Supervisor must ensure the parent of the child and emergency services are notified as soon as practicable.
- Ensuring reasonable steps are taken to meet the sleep and rest needs of children with consideration to all ages, developmental stages and individual needs of children
- Ensuring that a risk assessment is conducted prior to an excursion in accordance with the National Regulations
- Ensuring appropriate staffing including staff / child ratio requirements and ensuring all staff meet the qualification requirements of the service

The Nominated Supervisor must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their ability to supervise or provide education and care to children at the Centre.

Approved Centres must display the following at all times:

- The name of the Nominated Supervisor
- If the Nominated Supervisor is a member of a prescribed class, for example, Principal of a school

This must be displayed in a location which is easily visible from the main entrance to the service.

Notification of Change

If the Nominated Supervisor either ceases to be employed at the Centre or withdraws consent to the nomination, the Approved Providers of the Centre must notify the Regulatory Authority prior to the commencement of employment of the new Nominated Supervisor, or as soon as is practicable, but no later than 14 days afterwards.

Absence of Nominated Supervisor

In the event that the Nominated Supervisor is absent, a person at the Centre who holds a Supervisor Certificate or has been selected to be a service supervisor is able to take charge of the day-to-day running of the service. The Certified/Service Supervisor does not have the same roles and responsibilities as the Nominated Supervisor and is usually the senior staff member working at the Centre.

There is no maximum number of Certified/Service Supervisors allowed at the Centre and a person with a Supervisors Certificate does not need to reapply for a certificate if they change their place of employment. Should a Certified/Service supervisor be in control of a Centre during a session of care, their details must be on display with the Nominated Supervisor details.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- National Quality Framework – Nominated Supervisor Information Sheet
- Office of the children’s guardian Working with Children Check NSW
- My Time, Our Place Framework for School Age Care in Australia



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