



NATIONAL QUALITY FRAMEWORK NOMINATED SUPERVISORS

The National Law requires that Approved Providers must not operate a service without a Nominated Supervisor for that service.

Nominated Supervisor requirement

All services must have a Nominated Supervisor. This is an ongoing obligation.

As part of an application for service approval, an Approved Provider must identify the Nominated Supervisor for the service and provide evidence of that person's consent to fill the role.

An Approved Provider may obtain a Supervisor Certificate and be the Nominated Supervisor for their service or the Approved Provider may employ an educator with a Supervisor Certificate who consents to fill the Nominated Supervisor role.

- **In some jurisdictions existing services that are moving into the new system on 1 January 2012 will be contacted by their state or territory Regulatory Authority about the arrangements to identify their Nominated Supervisors.**

Eligibility to be a Nominated Supervisor

People who hold a supervisor certificate are eligible to be a Nominated Supervisor of a service.

If a service employs two or more educators who hold supervisor certificates, *any* of them could consent to be the Nominated Supervisor but only *one* staff member can be appointed to the position.

Responsibilities of a Nominated Supervisor

As the person with responsibility for the day-to-day management of an Approved Service, a Nominated Supervisor has a range of responsibilities including:

Educational programs

- **ensuring educational programs are:**
 - based on and delivered in accordance with an approved learning framework
 - based on the developmental needs, interests and experiences of each child
 - designed to take into account the individual differences of each child

Supervision and safety of children

- **ensuring children are adequately supervised, are not subject**

to inappropriate discipline, and are protected from harms and hazards

Entry to and exit from the premises

- **ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)**
- **ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service—except when:**
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
 - the supervisor is aware the parent is prohibited by a court order from having contact with the child
- **ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision**

Food and beverages

- **ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children**
- **ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day**
- **ensuring that, where food and beverages are supplied by the service, they are:**
 - nutritious and adequate in quantity
 - chosen with regard to the dietary requirements of individual children
- **ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents**

Administration of medication

- ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations
- where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable

Prescription and non-prescription drugs and alcohol

- that while educating and caring for children at the service, they must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children

Sleep and rest

- taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children

Excursions

- ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion

Staffing

- ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role.

Notification of change

If the Nominated Supervisor of an Approved Service:

- ceases to be employed or engaged by the service, or
- withdraws consent to the nomination

the Approved Provider must notify the Regulatory Authority at least seven days before the new certified supervisor is to commence work as the nominated supervisor, or as soon as practicable and not more than 14 days after.

Requirement to display details about the service's Nominated Supervisor

The Approved Provider must display the following details at the service:

- the name of the Nominated Supervisor, or
- if the Nominated Supervisor is a member of a prescribed class, the class (for example, a principal of a school).

The information must be displayed in a place where it is clearly visible to anyone from the main entrance to the education and care service premises. For family day care service premises, this includes the main entrance to the family day care office, and the family day care residences and venues.

Please refer to the *Certified Supervisors Information Sheet* for further information about prescribed classes of people who are eligible for a Supervisor Certificate.

Contact your state or territory Regulatory Authority for further information on approvals. The contact details for Regulatory Authorities are available on the Australian Children's Education and Care Quality Authority website at www.acecqa.gov.au.