CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Staffing Arrangements

Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that strong leadership, clear accountability and effective governance are essential to providing safe, high-quality education and care for children. The safety, wellbeing and best interests of every child are the primary consideration in all decisions and actions.

We believe that appropriately qualified and capable leaders support positive outcomes for children by promoting a culture of child safety, continuous improvement, collaboration and professional practice. We are committed to ensuring that Responsible Persons, Nominated Supervisors and Educational Leaders are suitably skilled, supported and empowered to fulfil their responsibilities in accordance with legislative requirements and CatholicCare's child safe values.

What are we going to do?

We will ensure a Responsible Person is present whenever children are being educated and cared for and will appoint suitably qualified, experienced and capable Nominated Supervisors, Responsible Persons and Educational Leaders in accordance with legislative requirements. We will assess the suitability, qualifications, experience and leadership capability of individuals before appointment, provide ongoing mentoring and professional learning, maintain accurate records and written consents, ensure families, educators and visitors can readily identify the Responsible Person on duty, maintain staffing arrangements that support children's safety, wellbeing and continuity of care, and regularly review leadership appointments and operational practices to promote continuous improvement and maintain compliance with the Education and Care Services National Law and Regulations. We will ensure that rosters meet all requirements and meets the needs of the children in our care.

How will it be done?

Determining nominated supervisor

Individuals at the service who are considered appropriate for the role of Nominated Supervisor must meet the following requirements:

- Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems
- Must be over 18 years of age
- Approved Child Protection Training, please see: *Approved Child Protection Qualifications for NSW Children's Services*
- A demonstrated understanding of:
- Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems

- Must be over 18 years of age
- Approved Child Protection Training, please see: *Approved Child Protection Qualifications for NSW Children's Services*
- A demonstrated understanding of:
    - Education and Care Services National Law Act 2010, and the Education and Care Service Services National Regulations 2011
    - Equal Opportunity Employment Conditions
    - Health and Safety, including Child Protection responsibilities
    - Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures; and
    - The education and care service's policies and procedures.
- Consideration will be also given regarding whether the individual has been subject to compliance action or disciplinary proceedings under a children's services law, education law, or a previous education and care services law, in any state or territory. Candidates will be asked to submit a Compliance History Statement.

All CatholicCare Children's Services must always have a person appointed as the Nominated Supervisor. This person must also be assessed as appropriate for the position using the *Assessment of Responsible Person in Children's Services*, consideration of their employment history and resume, and referee checks. This person must agree in writing to the designation. A copy of the signed agreement will be kept in the relevant educator file on the service premises and in the staff file through the People and Culture team at CatholicCare Central Support. The person who is employed as the Coordinator/Director will be appointed as the Nominated Supervisor in each specific children's service site, unless otherwise determined by the Children's Services General Manager, or Practice Manager.

If the Nominated Supervisor resigns from the service or withdraws consent to the appointment, another person who is a 'fit and proper person' for the role must be appointed as the Nominated Supervisor immediately. A *Notification of change to Nominated Supervisor* must be lodged on the NQAITS Portal to the Early Learning Commission. This notice must be provided to NSW Department of Education at least seven (7) days before the new Nominated Supervisor commences duty, and if this timeframe is not possible under certain circumstances, no later than within 14 days after the new Nominated Supervisor has commenced duty.

Refer to *ACECQA Information Sheet - Nominated Supervisors* for more information.

Determining responsible person

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a person's qualifications, experience and age when deciding whether they are suitable to be placed in day-to-day charge.

A person may be placed in day-to-day charge of the service when:

- The Approved Provider, educator or Nominated Supervisor identifies that they meet the criteria required under r117B and 117C; and
- They give their written consent to be placed in day-to-day charge of the service.

Qualifications required for

- Working with Children Check
- First aid qualification including CPR, Asthma and Anaphylaxis
    - HLTAID012 – Provide First Aid in an education and care setting Course & Certification

- HLTAID009 – Provide Cardiopulmonary Resuscitation

- Approved Child Protection Training, please see: Approved Child Protection Qualifications for NSW Children's Services

Educators who are designated to be the Responsible Person in day to day charge at the service in the absence of the Nominated Supervisor must be previously assessed as suitable and have agreed in writing to the designation. Copies of the signed agreement will be kept in the educator file on the service premises and in the staff file at CatholicCare Central Support. The Nominated Supervisor is responsible for ensuring that persons appointed as a Responsible Person in day to day charge in the absence of the Nominated Supervisor have been appropriately assessed as being a fit and proper person for the role using the *Assessment of Responsible Person in Children's Services*.

The procedure for appointing a person as a Responsible Person is:

1. Ensure they hold the relevant qualifications (i.e. First Aid, Child Protection).
2. Complete the *Assessment of Responsible Person in Children's Services*
3. Ensure they have signed the *Agreement to be Placed in Day to Day Charge of a Service (Responsible Person)*.
4. Ensure they are on a Level 3 or above contract, and if not, take steps to do so.
5. Update personnel file at the service and at Central Support as below.
6. Send all paperwork to the CatholicCare compliance email

The above documentation is mandatory for Responsible Persons, i.e. Nominated Supervisors and Persons in Day-to-Day Charge.

Once the above documentation has been completed, if the person is on a Level 2 contract, the necessary steps will be taken to issue them with a Level 3 contract (or above, where applicable). A Level 2 educator cannot be placed in day-to-day charge.

Determining educational leader

CatholicCare Diocese of Broken Bay will appoint an Educational Leader for each education and care service in accordance with the Education and Care Services National Regulations.

The Approved Provider will determine the most suitable Educational Leader based on the educator's qualifications, experience, leadership capability and demonstrated ability to lead curriculum and pedagogical practice.

Early learning centres

When determining an Educational Leader, CatholicCare will consider an educator who:

- Holds an approved Diploma or Early Childhood Teaching qualification (or higher);
- demonstrates a strong understanding of the approved learning framework, the National Quality Standard and contemporary early childhood pedagogy;
- Has demonstrated experience in curriculum planning, assessment and critical reflection;
- Is able to mentor, coach and support educators to strengthen practice;
- Demonstrates effective communication, collaboration and leadership skills;

- is committed to ongoing professional learning and participation in Educational Leader networks and professional development.

An educator holding a Certificate III qualification will only be considered for appointment in exceptional circumstances where they can demonstrate substantial experience, leadership capability and the capacity to effectively fulfil the responsibilities of the role.

Outside school hours care services

When determining an Educational Leader, CatholicCare will appoint an educator who demonstrates the capability to lead educational practice. In making this determination, consideration will be given to an educator who:

- Has significant experience working within OSHC or a similar education and care setting;
- Demonstrates a sound understanding of programming, planning and reflective practice using the approved learning framework, *My Time, Our Place*;
- Is able to mentor and support educators in developing quality educational programs;
- Demonstrates leadership, collaboration and effective communication skills;
- Is committed to ongoing professional learning and participation in Educational Leader networks and professional development.

Appointment

The Educational Leader will be appointed in writing, and their role and responsibilities will be clearly documented. The appointment will be reviewed periodically to ensure the Educational Leader continues to have the capacity, knowledge and support to effectively lead educational practice across the service.

Day to day operation of the service

For ELC and OSHC services, there must be a Responsible Person on the premises at all times when the service is operational - either the Nominated Supervisor or a person in day to day charge of the service. The Nominated Supervisor will ensure that:

- Educator rosters are organised accordingly.
- The name of the Responsible Person at any given time is clearly displayed for families and visitors.
- A record is kept of the Responsible Person at any time, duly signed by the individual. This will be done on the staff sign in/out sheets. **Note that this is a regulatory requirement**.
- At least one Responsible Person and one other educator must be present on the premises at all times while children are in attendance.
- In OSHC services only, and in exceptional circumstances, a single educator may operate the service for a session, provided:
    - Prior approval has been obtained from the General Manager, Children Services.
    - The educator is the designated Responsible Person.
    - A comprehensive risk assessment has been completed and implemented to ensure the safety and wellbeing of children and the educator
    - School support or another appropriate emergency support arrangement is available if required.
    - Should the service only have a single child, the RP MUST contact another educator or the practice manager and have them visible to the service until the child leaves the service

If the Nominated Supervisor/s are not able to report for duty at the service for any reason, they must:

- Inform the Children's Services Practice Manager or Children's Services General Manager if they are to be absent for a whole day.
- Ensure that a Responsible Person is placed in day-to-day charge of the service for the duration of its opening hours or for the time that the Nominated Supervisor(s) is not on duty. They must ensure that this person is aware that they are the responsible person in charge for that period, and all required paperwork is already signed, completed and available on site.
- Ensure that the name of the person in charge is displayed for families and visitors and noted on the staff sign in/out record.

If the service is notified that a staff member or volunteer is barred from working with children

Under Section 174AA of the National Law (NSW), employees must notify their approved provider in writing within 24 hours of becoming aware of the bar. Approved providers have 72 hours to notify the regulator once they become aware.

It is an offence to allow a barred person to work with children, and they must be removed from child-related work. A person is barred from working with children if the Office of the Children's Guardian has determined that the person is a risk to working with children.

When the Office of the Children's Guardian bars a person at the service from working with children, they will contact the person registered as the service's approved provider.

If a WWCC is barred in NSW early education, the person must **immediately stop** child-related work. Employers must remove the staff member immediately. The person must notify their employer in writing within 24–72 hours and can request a review or reassessment from the Office of the Children's Guardian (NSW) (OCG) within 28 days.

Teachers must also maintain their teacher registration or accreditation. If there is a change in relation to the educator's accreditation or registration as a teacher, employees must notify their approved provider in writing within 24 hours of becoming aware of the change. Approved providers have 72 hours to notify the regulator once they become aware**.**

Staff recruitment

CatholicCare ensures a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available, as per the company's recruitment process. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position. The recruitment process is aligned with legislative obligations, our child safe culture, values and support diversity and inclusion.

- All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.
- All prospective applicants must declare they hold no prohibition or disciplinary notices/orders (including show cause notice, suspension notice, supervision notice) and undergo NQA ITS register checks with any negative findings deeming them unsuitable for employment.
- All prospective applicants must complete the compliance and national police clearance process before commencing.
- Staff and educators are advised it is an offence to provide false or misleading information in relation to their identity, qualifications, clearances, or any matter relevant to their suitability to work with children.

- All potential staff are subject to maintenance of a valid WWCC/Vulnerable Person Check and appropriate qualifications. Valid first aid, asthma and anaphylaxis management training, immunisation status or food safety qualification may also be required.
- All potential staff must complete mandatory Child Safety training before commencing and are to provide evidence.
- All new staff will undergo a probation period of six (6) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.
- Staff induction includes provision of the Service's policies and procedures, Child Safe Standards, Code of Conduct, child protection, electronic device requirements, Work Health and Safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, communication with families' processes and introduction to senior staff members and/or mentor.

Rosters

- Our Service will ensure the roster and routine provides adequate supervision of children at all times
- Rosters will be created to provide children with continuity of care to support children's development of secure relationships and contribute to their wellbeing
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar to provide continuity of care
- The staff roster will be planned in advance to ensure regulation requirements are met, including minimum staff qualifications and first aid qualification requirements.
- Coordinators / Directors will ensure that rosters are created based on the ratio requirements, below you can find the Ratio requirements - *Educator to child ratios | ACECQA*

Age of children	Educator to child ratio	Applies
Birth to 24 months	1:4	All states and territories
Over 24 months and less than 36 months	1:5	All states and territories excluding VIC
36 months up to and including preschool age	1:10	NSW
Over preschool age	1:15	NSW

Working directly with children

National Regulations state that an educator cannot be included in calculating the educator to child ratio of a centre-based Service unless the educator is working directly with children. A record must be kept of educators working directly with children which includes the name of each educator and the hours each educator works directly with children being educated and cared for by the Service.

- To ensure compliance with regulations, our Service will only include educators in the educator to child ratio who are working directly with the children and ensure a current roster and a sign on/sign off record are available to verify this
- Additionally, the rooms and times that each educator is allocated to work directly with children and their WWCC numbers will be recorded on the working with children record

The approved provider must ensure that a record is kept indicating the period of time an early childhood teacher and each suitably qualified person is working directly with children.

CatholicCare will ensure any staff member under 18 years of age does not work at the service alone and is adequately always supervised by an educator who is over 18 years of age.

Staff record

CatholicCare will keep accurate and up to date information about the nominated supervisor, responsible person, educational leader, staff, volunteers, and students at the Service including:

- Identity and contact information (including full name, address and date of birth)
- Role at the service
- Place of employment
- Qualifications held (including evidence of working towards qualifications) (*only applicable in ELCs*)
- If applicable, evidence that the staff member/educator is actively working towards a qualification. If this is the case, the following must be recorded:
    - Proof of enrolment.
    - Documentary evidence that the staff member/educator has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment
- For educators who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or have as completed the units of study that equate to an approved Certificate III level education and care qualification determined by ACECQA.
- Approved training completed (including first aid training, current approved anaphylaxis management training, approved emergency asthma management training and approved Child Protection)
- Current Working with Children Check (WWCC) or Vulnerable People identifying number, Australian National Police Check and teacher registration (if applicable)
- PRODA RA number (if applicable)
- Evidence of the nominator supervisor and educational leaders written consent to the appointment.

This information will be collected and maintained digitally within the *National Educator Register*.

We will maintain evidence of ongoing child safe employment checks within the staff member's employment record. Records may include:

- NQA ITS checks and verification records;
- WWCC verification records;
- Staff declarations;
- Screening and suitability checks;
- Correspondence relating to changes in screening or regulatory status;
- Records of concerns, allegations, disclosures or other matters that may affect a person's suitability to work with children, where appropriate;
- Records of Safeguarding Team advice, assessments and actions, where applicable;
- Records of any actions or risk management measures implemented; and
- Evidence of any notifications made to the Regulatory Authority or other relevant authorities.

We will ensure records relating to staff suitability are maintained securely and are accessible only to authorised persons for compliance, safeguarding and regulatory purposes.

Ongoing Child Safe Employment Practices

We are committed to maintaining child safe employment practices throughout the employment and engagement of all staff, contractors, volunteers and other persons working directly with children.

Child safety and wellbeing is an ongoing responsibility, and suitability to work with children will not be assessed solely at the time of recruitment. The organisation will undertake reasonable enquiries throughout a person's employment or engagement to identify any changes to their suitability or regulatory status. The Safeguarding Team will provide specialist advice, guidance and support where information or concerns arise that may affect a person's suitability to work with children.

We will:

- Conduct yearly enquiries through the National Quality Agenda IT System (NQA ITS) to determine whether a staff member is subject to a suspension notice, supervision notice, prohibition notice or enforceable undertaking.
- Undertake yearly ongoing checks of the NQA ITS Prohibited Persons and Suspended Educators Register as part of the organisation's child safe employment monitoring processes.
- Ensure Working with Children Check (WWCC) status remains current and valid throughout employment, in accordance with NSW requirements this will be conducted yearly
- Require staff members, contractors and volunteers to promptly declare any change in circumstances that may affect their suitability to work with children, including any change to their WWCC status, prohibition status, suspension status, supervision notice, enforceable undertaking or other relevant regulatory matter.
- Require staff to notify the organisation of any matter that may affect their suitability to work with children, including where their WWCC is suspended, cancelled, revoked, refused or otherwise subject to change.
- Where staff are engaged through a recruitment agency or labour hire provider, require the provider to provide appropriate evidence that child safe recruitment and screening requirements have been completed and to notify the organisation of any relevant change in the worker's status.
- Promptly assess, or refer for assessment, any information indicating that a staff member may no longer be suitable to work with children. The Safeguarding Team may provide advice and support in determining appropriate child safety, risk management and escalation measures.
- Where a concern, allegation, disclosure or other information arises that may affect a person's suitability to work with children, ensure the matter is appropriately escalated to the Safeguarding Team and other relevant internal stakeholders in accordance with organisational procedures.
- Take immediate action where required to protect children, including removing or restricting a person from working with children where this is necessary or required by law. The Safeguarding Team may provide advice regarding appropriate interim risk management and child safety measures.
- Ensure relevant matters are assessed and managed in accordance with applicable child protection, reportable conduct, safeguarding and regulatory requirements.
- Notify the Regulatory Authority and/or other relevant authorities of matters within the required legislative timeframes, where applicable.
- Maintain clear and accurate records of all checks, declarations, notifications, assessments, advice, actions and outcomes undertaken in relation to staff suitability.
- Ensure the Safeguarding Team, People and Culture, Service Leaders and other relevant organisational areas collaborate as required to identify, escalate and appropriately manage matters that may affect a person's suitability to work with children.

As part of ongoing child safe employment practices, staff may be required to complete a Child Safe Employment Declaration confirming that:

- They are not subject to a prohibition or suspension that prevents them from working in an education and care service;

- They are not subject to a supervision notice or enforceable undertaking that affects their ability to perform their role safely;
- Their WWCC or other relevant screening clearance remains current and valid; and
- They will immediately notify the organisation of any change to their circumstances or screening status that may affect their suitability to work with children.

Declarations must be completed at commencement of employment and yearly throughout employment, or whenever the organisation considers it necessary. Where a staff member makes a declaration that identifies a matter that may affect their suitability to work with children, the matter will be appropriately escalated and managed, including consultation with the Safeguarding Team where required.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Ensure the service operates in accordance with the Education and Care Services National Law and Regulations • Appoint suitably qualified Nominated Supervisors and Educational Leaders for each service • Ensure a Responsible Person is present whenever children are being educated and cared for • Ensure individuals appointed to leadership roles are suitable, competent and have provided written consent where required • Notify the Regulatory Authority of changes to Nominated Supervisors within legislative timeframes • Maintain accurate records relating to Responsible Persons, Nominated Supervisors, Educational Leaders and staff • Provide resources, guidance and professional learning to support leadership roles • Promote a child safe culture where the safety, wellbeing and best interests of children remain paramount.
Practice Manager	• Support the Approved Provider in implementing this policy across all services • Assess the suitability of educators for appointment as Nominated Supervisors, Responsible Persons and Educational Leaders in accordance with organisational procedures • Oversee compliance with legislative and organisational requirements relating to leadership appointments • Support services to maintain compliant staffing arrangements, leadership structures and documentation • Provide mentoring, coaching and professional support to Nominated Supervisors and Educational Leaders • monitor leadership capability and identify opportunities for professional growth and continuous improvement • Ensure required records, written consents and notifications are completed and maintained • Support services during periods of leadership transition to ensure the ongoing safe operation of the service • Promote a culture of accountability, continuous improvement and child safe practice across all services.
Nominated Supervisor	• Ensuring that the name and position of each Nominated Supervisor at the service is displayed and easily visible from the main entrance of the service (National Law: Section 172). • Ensuring that the name of the Responsible Person is displayed prominently at the service. • Providing written consent to accept the role of Nominated Supervisor.

Roles	Responsibilities
	• Ensuring that, in their absence from the service premises, a Responsible Person is placed in day-to-day charge of the service. • Ensuring they have a sound understanding of the role of being placed in day-to-day charge of the service. • Ensuring that the name and position of the Person in Day-to-Day Charge of the service is displayed and easily visible from the main entrance of the service. • Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children. • Notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings. • Notifying the Approved Provider and the Regulatory Authority within 24 hours and no more than 72 hours of any changes to the circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings. • Maintain records relating to the Responsible Person (r150), including the name of the responsible Person, for each time that children are being educated and cared for by the service. • Oversee the day-to-day management of the service in accordance with the National Law and Regulations • Ensure appropriate staffing, supervision and educator to child ratios are maintained • Ensure records, notifications and documentation are accurate and maintained • Work collaboratively with the Educational Leader to promote continuous improvement • Ensure the health, safety, wellbeing and rights of every child remain the primary consideration in decision making.
Person in Day-to-Day Charge (PIDTDC) (Responsible Person RP)	• Providing written consent to accept the role of Responsible Person. • Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring they have a sound understanding of the role of the Responsible Person. • Understand that a person in day-to-day charge of an approved service does not have the same responsibilities under the national law as the nominated supervisor. • Ensure children's safety, wellbeing and adequate supervision are maintained at all times • Ensure the service operates in accordance with legislative requirements, policies and procedures • Respond appropriately to incidents, emergencies and operational matters • Support educators to maintain safe, high-quality practices throughout the day • Ensure the Responsible Person is clearly identified for families and visitors • communicate significant operational matters to the Nominated Supervisor or Practice Manager where required.
Educational Leader	• Lead and guide the development and implementation of the educational program • Mentor, coach and support educators to strengthen curriculum decision making and reflective practice • Promote implementation of the approved learning framework and the National Quality Standard • Facilitate critical reflection and continuous improvement across the service • Encourage collaboration, innovation and professional learning amongst educators • Support educators to develop programs that respond to children's strengths, interests, culture and individual learning needs • Work collaboratively with the Nominated Supervisor and Responsible Person to maintain high-quality educational practice.

Roles	Responsibilities
Educators	• Work in accordance with this policy and all relevant legislation • Support the Responsible Person and Nominated Supervisor in the safe and effective operation of the service • Maintain required qualifications, training and clearances • Contribute to quality educational programs through planning, observation, documentation and reflective practice • Participate in professional learning and continuous improvement • Communicate effectively with families, colleagues and leadership • Immediately report concerns relating to children's safety, wellbeing or compliance.
Parents / Guardians	• Reading and understanding this policy. • Being aware of the Responsible Person at the service on a daily basis. • Work collaboratively with the service to support their child's safety, wellbeing and learning • Respect the roles and responsibilities of the Responsible Person and leadership team • Communicate information that may impact their child's care, health or wellbeing • Comply with service policies, procedures and operational requirements • Raise questions, concerns or feedback respectfully and collaboratively • Support the service in maintaining a safe, inclusive and respectful environment for all children.

National Quality Standards (NQS)

Quality Area 4: Staffing Arrangements		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
Quality Area 7: Governance and leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Law and National Regulations	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
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S. 56	Notice of addition of nominated supervisor

Education and Care Services National Law and National Regulations	
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Related documents

CatholicCare policy

- *Code of Conduct & Ethics Framework*

Children's Services policies

- *Child Safe Environment Policy*
- *Supervision Policy*

Forms

- *Agreement for Educational Leader*
- *Agreement for Nominated Supervisor Form*
- *Agreement to be Placed in Day to Day Charge of a Service (Responsible Person).*
- *Assessment of Responsible Person in Children's Services*
- *OSHC Working with Children register (available in the IsidoreShare service program folder)*
- *ELC Working with Children register (available in the IsidoreShare service program folder)*

Resources

External

- *ACECQA Compliance History Statement*
- *ACECQA Information Sheet - Nominated Supervisors*
- *Education and Care Services National Amendment Regulations 2021*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations*
- *NS01_NominatedSupervisorConsentForm.pdf*
- *Notification of Change to Nominated Supervisor Form*
- *Quality Area 4 Staffing Arrangements*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Approved Provider

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

Code of Conduct

Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

Nominated Supervisor

A person who has been nominated by the Approved Provider of the service under Part 6 of the Law to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have at least one Nominated Supervisor.

OSHC

Out of School Hours Care

Person in Day-to-Day Charge (PIDTDC)

A PIDTDC is a responsible person under section 162 of the Law and is the point of contact for parents and staff. A service does not need to have a PIDTDC if a nominated supervisor or approved provider is the responsible person at the service.

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Prescribed Information

Information to be displayed at the front of the service, as required by the Education and Care Services Regulations and Law

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

Version	Authorised by	Approved date	Review cycle	Review due
1.0	General Manager Children's Services	30 July 2026	3 years	April 2028

Revision history

Version	Description	Author	Amendment date
1.0	Policy	General Manager Children's Services	30 July 2026
1.1	Added information if the service is notified that a staff member or volunteer is barred from WWWC	Practice Manager – Quality, Compliance & Business Development	27 August 2026
1.2	Updated WWCC checks to annual and upon commencement	Practice Manager – Quality, Compliance & Business Development	9 September 2026