

QUALITY AREA 1 - EDUCATIONAL PROGRAM AND PRACTICE

Section 51(1)(b) - Conditions on service approval (education and developmental needs of children)

Section 168 - Offence relating to required programs

Prescribed Regulations	Compliant	Non-Compliant	N/A
Regulation 73 - Educational program <ul style="list-style-type: none"> that is required to be delivered under section 168 of the Law to a child being educated and cared for by an education and care service. <p>Section 168: -</p> <p>(a) is based on an approved learning framework; and</p> <p>(b) is delivered in a manner that accords with the approved learning framework; and</p> <p>(c) is based on the developmental needs, interests and experiences of each child; and</p> <p>(d) is designed to take into account the individual differences of each child.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 74 - Documenting of child assessments or evaluations for delivery of educational program <p>(1) The approved provider of the education and care service must ensure that, for the purposes of the educational program, the following are documented—</p> <p>(a) for a child preschool age or under—</p> <ul style="list-style-type: none"> (i) assessments of the child's developmental needs, interests, experiences and participation in the educational program; and (ii) assessments of the child's progress against the outcomes of the educational program; and <p>(b) for a child over preschool age, evaluations of the child's wellbeing, development and learning.</p> Regulation 289A Programs for children over preschool age <p>(1) This regulation applies in place of regulation 74(1)(b).</p> <p>(2) The approved provider of the education and care service must ensure that, for the purposes of the educational program for a child over preschool age, evidence about the development of the program is documented.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 75 - Information about educational program to be kept available <ul style="list-style-type: none"> Displayed at the service and accessible to parents Available for inspection on request 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 76 - Information about educational program to be given to parents <p>(a) information about the content and operation of the educational program so far as it relates to that child;</p> <p>(b) information about the child's participation in the program;</p> <p>(c) a copy of the documents kept under regulation 74 in respect of the child.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY
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Section 51(1)(a) – Conditions on service approval (safety, health and wellbeing of children)

Section 162A – Persons in day to day charge and nominated supervisors to have child protections training

Section 165 – Offence to inadequately supervise children

Section 166 – Offence to use inappropriate discipline

Sections 167 – Offence relating to protection of children from harm and hazard

Section 170 – Offence relating to unauthorised persons on education and care premises

Section 171 – Offence relating to direction to exclude inappropriate persons from education and care premises

Prescribed Regulations	Compliant	Non-Compliant	N/A
Regulation 77 – Health, hygiene and safe food practices The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement— <ul style="list-style-type: none"> adequate health and hygiene practices; and safe practices for handling, preparing and storing food— to minimise risks to children being educated and cared for by the service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 78 - Food and beverages <ul style="list-style-type: none"> Children have access to drinking water at all times Offered food and beverages appropriate to the needs of a child on regular basis throughout the day 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 79 - Service providing food and beverages <ul style="list-style-type: none"> Is nutritious and adequate in quantity Have regard to the dietary requirements of individual children 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 80 - Weekly menu (a) is displayed at a place at the education and care service premises accessible to parents of children being educated and cared for by the service; and (b) accurately describes the food and beverages to be provided by the service each day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 82 – Tobacco, drug and alcohol free environment Regulation 83 - Staff members and family day care educators not to be affected by alcohol or drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 84 – Awareness of child protection law (1) The approved provider of an education and care service must ensure that a person specified in subregulation (2) who works with children is advised of— <ul style="list-style-type: none"> (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>(2) The following persons are specified—</p> <ul style="list-style-type: none"> (a) a nominated supervisor of the service; (b) a staff member of the service; (c) a volunteer at the service; (d) a student who participates in the service 			
<p>Regulation 84A – Sleep and rest</p> <ul style="list-style-type: none"> • Needs for sleep and rest of children being educated and cared for are met, having regard to ages, development states and individual needs of children 	□	□	□
<p>Regulation 84B – Sleep and rest policies and procedures</p> <ul style="list-style-type: none"> • The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address— (a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C; and (b) how the sleep and rest needs of children being educated and cared for by the service are met, including how the ages, developmental stages and the sleep and rest needs of individual children are considered; and (c) how the health care needs of individual children being educated and cared for by the service are met; and (d) how requests from families about a child's sleep and rest and cultural preferences are considered; and (e) supervision and monitoring during sleep and rest periods, including— <ul style="list-style-type: none"> (i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest periods; and (ii) the documentation of sleep and rest periods; and (f) how the sleep and rest practices at the service are consistent with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest; and (g) the induction, training and knowledge of staff who educate and care for children at the service in relation to best practices for children's sleep and rest; and (h) the location and arrangement of sleep and rest areas at the service and how this meets the sleep and rest needs of children being educated and cared for by the service; and (i) safety and suitability of cots, bedding and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bedding and bedding equipment; and (j) management of potential hazards— <ul style="list-style-type: none"> (i) in sleep and rest areas; and (ii) on a child during sleep and rest periods; and (k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation); and (l) in the case of a family day care service that provides overnight care, management of risks relating to overnight care at each family day care residence or approved family day care venue of the service; and (m) communication of the sleep and rest policies and procedures to a parent. 	□	□	□

Regulation 84C – Risk assessment for purposes of sleep and rest policies and procedures <ul style="list-style-type: none"> a sleep and rest risk assessment is conducted in accordance with this regulation— <ul style="list-style-type: none"> (a) at least once every 12 months; and (b) as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 85 – Incident, injury, trauma and illness policies and procedures <ul style="list-style-type: none"> Includes what to do in the event a child is injured, becomes ill or suffers a trauma 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 86 - Notification to parents of incident, injury, trauma and illness <ul style="list-style-type: none"> As soon as possible, not later than 24 hours 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regulation 87 - Incident, injury, trauma and illness record <i>(sight completed records)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 88 - Infectious diseases <ul style="list-style-type: none"> Steps taken to prevent the spread Parents notified as soon as practicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 89 - First aid kits <ul style="list-style-type: none"> Appropriate number: consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest first aid kit. Suitably equipped Easily recognised and readily accessible 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 90 - Medical conditions policy <ul style="list-style-type: none"> Management of asthma, diabetes, anaphylaxis Informing staff in relation to managing medical conditions Requirements for a child with a specific condition to include <ul style="list-style-type: none"> Parent providing medical management plan Risk minimisation plan developed in consultation with parents Development of a communication plan Self-administration of medication children over preschool age (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 91 – Medical conditions policy to be provided to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 92 - Medication record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 93 - Administration of medication <ul style="list-style-type: none"> Authorised and administered in accordance with regulation 95 and 96 Regulation 95 - Procedure for administration of medication <ul style="list-style-type: none"> Original container, original label, name of child, expiry date, dosage Checked by another person – dosage and identity of child 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 96 –Self-administration of medication-OSHC <ul style="list-style-type: none"> • Authorisation on recorded on medication record • Medical policy includes practices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 97 - Emergency and evacuation procedures <p>(a) instructions for what must be done in the event of an emergency; and</p> <p>(b) an emergency and evacuation floor plan; and</p> <p>(c) if the education and care service premises is located within a multi-storey building shared with other occupants and on a storey with no direct egress to an assembly area—</p> <ul style="list-style-type: none"> (i) all possible evacuation routes from each storey on which the premises is located; and (ii) the evacuation routes that are proposed to be used in an evacuation; and (iii) how all children will be safely evacuated from the premises, including non-ambulatory children; and (iv) the stages in which an evacuation will be carried out; and (v) the identity of the person in charge of an evacuation; and (vi) the roles and responsibilities of staff members during an evacuation; and (vii) the arrangements made with the other occupants of the multi-storey building in relation to the evacuation of the multi-storey building. <p>(2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.</p> <p>(2A) The approved provider of a centre-based service must review the risk assessment conducted under subregulation (2)—</p> <ul style="list-style-type: none"> (a) at least once every 12 months; and (b) as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service. <p>(2B) As soon as practicable after reviewing the risk assessment under subregulation (2A), the approved provider of a centre-based service must make any necessary updates to the emergency and evacuation policies and procedures.</p> <p>(3) The approved provider of an education and care service must ensure that—</p> <ul style="list-style-type: none"> (a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and (b) the rehearsals of the emergency and evacuation procedures are documented. <p>(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises,</p> <p><i>Last two lockdown dates:</i></p> <p><i>Last two evacuation dates:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Regulation 98 – Telephone or other communication equipment</p> <ul style="list-style-type: none"> • Access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 99 - Children leaving the education and care service premises</p> <p>The child may only leave the relevant premises if the child—</p> <p>(a) is given into the care of—</p> <ul style="list-style-type: none"> (i) a parent of the child; or (ii) an authorised nominee named in the child's enrolment record; or (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or <p>(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or</p> <p>(c) is taken on an excursion in accordance with this Division; or</p> <p>(ca) is transported by the service or on transportation arranged by the service in accordance with Division 7; or</p> <p>(d) is given into the care of a person or taken outside the premises—</p> <ul style="list-style-type: none"> (i) because the child requires medical, hospital or ambulance care or treatment; or (ii) because of another emergency. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 100 – Risk assessment must be conducted before excursion</p> <p><i>(4) A risk assessment is not required under this regulation for an excursion if—</i></p> <ul style="list-style-type: none"> <i>(a) the excursion is a regular outing; and</i> <i>(b) a risk assessment has been conducted for the excursion; and</i> <i>(c) that risk assessment has been conducted not more than 12 months before the excursion is to occur</i> <p>excursion means an outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if—</p> <ul style="list-style-type: none"> <i>(a) the child or children leave the education and care service premises in the company of an educator; and</i> <i>(b) the child or children do not leave the school site;</i> <p>regular outing, in relation to an education and care service, means a walk, drive or trip to and from a destination—</p> <ul style="list-style-type: none"> <i>(a) that the service visits regularly as part of its educational program; and</i> <i>(b) where the circumstances relevant to the risk assessment are substantially the same on each outing;</i> <p>Regulation 101 – Conduct of risk assessment for excursion</p> <p>(see ACECQA template)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Regulation 102 – Authorisation for excursions</p> <p>Includes:</p> <ul style="list-style-type: none"> • child’s name • the reason the child is to be taken outside the premises • if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings • if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion • a description of the proposed destination for the excursion; and • if the excursion involves transporting children— <ul style="list-style-type: none"> ○ the means of transport; ○ any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported • the proposed activities to be undertaken by the child during the excursion • the period the child will be away from the premises • the anticipated number of children likely to be attending the excursion • the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion • the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion • that a risk assessment has been prepared and is available at the service • (if the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period) • <u>Information required in regulation 100 and 102 can be considered combined under the condition that parents are provided with all the relevant information.</u> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Note: Regulation 102B, C, D, E and F do not apply to an excursion.</i></p> <p>Regulation 102B – Transport risk assessment must be conducted before service transports child</p> <p>Regulation 102C – Conduct of risk assessment for transporting of children by the education and care service</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 102D – Authorisation for service to transport children</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 102E – Children embarking a means of transport – centre-based service</p> <p>a) a staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children embark the means of transport at the education and care service premises; and</p> <p>b) each child embarking the means of transport at the education and care service premises is accounted for by the person referred to in paragraph (a); and</p> <p>c) immediately after all the children have embarked the means of transport at the education and care service premises, a record is made that—</p> <p>(i) confirms each child referred to in paragraph (b) has been accounted for; and</p> <p>(ii) states how each child referred to in paragraph (b) has been accounted for; and</p> <p>(iii) states the date and time the record is made; and</p> <p>(iv) states the name of, and is signed by, the person referred to in paragraph (a).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 102F Children disembarking a means of transport – centre-based service

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- a) a staff member or nominated supervisor of the service, who is not driving the means of transport, is present when the children disembark the means of transport at the education and care service premises; and
- b) each child disembarking the means of transport at the education and care service premises is accounted for by the person referred to in paragraph (a); and
- c) the person referred to in paragraph (a) examines the interior of the means of transport to confirm no children remain on the means of transport; and
- d) immediately after all the children have disembarked the means of transport at the education and care service premises, a record is made that—
 - (i) confirms each child referred to in paragraph (b) has been accounted for; and
 - (ii) states how each child referred to in paragraph (b) has been accounted for; and
 - (iii) states the examination referred to in paragraph (c) has been carried out; and
 - (iv) states the date and time the record is made; and
- (v) states the name of, and is signed by, the person referred to in paragraph (a).

Notes:

QUALITY AREA 3 - PHYSICAL ENVIRONMENT	Compliant	Non-compliant	N/A
Regulation 103 - Premises, furniture and equipment to be safe, clean and in good repair <ul style="list-style-type: none"> Includes indoor and outdoor furniture of all types Adequate safety latches, door hinges etc. to protect from finger entrapments and any harm and hazard Are electrical switches safe and out of reach or include a safety cover/plug? Has consideration been given to the outdoor environment and fall heights, managing risk, location of play equipment to paths and hard surfaces Is there adequate sand and soft fall as and where required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 104 – Fencing <ul style="list-style-type: none"> Outdoor space used by children at the premises is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 105 - Furniture, materials and equipment <ul style="list-style-type: none"> Sufficient and developmentally appropriate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 106 – Laundry and hygiene facilities <ul style="list-style-type: none"> Laundry facilities or access to laundry facilities; or Other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facility for storage prior to their disposal or laundering Adequate and appropriate for the needs of the services Located and maintained in a way that does not pose a risk to children Storage of chemicals is considered and in a location not accessible to children 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 109 - Toilet and hygiene facilities <ul style="list-style-type: none"> Adequate, developmentally and age-appropriate toilets – 1 junior pan toilet per 15 children, washing and drying facilities The location and design of the toilets, washing and drying facilities enable safe use and convenient access by the children If children do not have direct access to toilets, discuss how this will be facilitated (consider access from indoor and outdoor spaces) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 110 – Ventilation and natural light Premises: <ul style="list-style-type: none"> Well ventilated Adequate natural light Maintained at a temperature that ensures the safety and wellbeing of children Adequate fans or air conditioners 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY AREA 4 - STAFFING ARRANGEMENTS

Section 161 – Offence to operate education and care service without a Nominated Supervisor

Section 161A – Offence for nominated supervisor not to meet prescribed minimum requirements

Section 162 – Offence to operate education and care service unless responsible person is present

Section 169 – Offence relative to staffing arrangements

Prescribed Regulations	Compliant	Non-compliant	N/A
Regulation 117A – Placing a person in day-to-day charge (a) the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the education and care service; and (b) the person consents to the placement in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 117B – Minimum requirements for a person in day-to-day charge <ul style="list-style-type: none"> Has attained the age of 18 years Has adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service. Has regard to the person's history of compliance (WWCC) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 117C – Minimum requirements for a nominated supervisor <ul style="list-style-type: none"> Has attained the age of 18 years Has adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service. Has regard to the person's history of compliance (WWCC) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 118 – Educational leader <ul style="list-style-type: none"> The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service. Regulation 148 – Educational leader <ul style="list-style-type: none"> Staff record include name of person designated 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 120 - Educators who are under 18 to be supervised (a) does not work alone at the service; and (b) is adequately supervised at all times by an educator who has attained the age of 18 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 122 - Educators must be working directly with children to be included in ratios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Regulation 123 - Educator to child ratios—centre-based services</p> <p>(1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios—</p> <p>(a) for children from birth to 24 months of age—1 educator to 4 children;</p> <p>(b) for children over 24 months and less than 36 months of age—1 educator to 5 children;</p> <p>(c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children;</p> <p>(d) for children over preschool age, 1 educator to 15 children.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 126 - Centre-based services—general educator qualifications</p> <ul style="list-style-type: none"> • The qualification requirements for educators at a centre-based service educating and caring for children <u>preschool age or under</u> • 50% have or actively working towards a diploma level • All other educators must have or be actively working towards certificate III 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 290 - General qualification requirements for educators—children over preschool age</p> <p>(1) This regulation sets out the qualification requirement for educators at a centre-based service educating and caring for children over preschool age for the purposes of regulation 126(2).</p> <p>(2) At least 50 per cent of the educators required to meet the educator to child ratio for children over preschool age must hold, or be actively working towards, one of the following—</p> <p>(a) a qualification that is published under regulation 137(2) in the list of approved qualifications for educators working with children over preschool age for the Northern Territory; or</p> <p>(b) a 2 year accredited post-secondary course in childcare; or</p> <p>(c) a post-secondary sports and recreation or teaching qualification.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 126A Illness or absence of a qualified educator who is required to meet the relevant educator to child ratio</p> <p>(1) This regulation applies if an educator referred to in regulation 126(1)(a) or (b) is absent from a centre-based service in any of the following circumstances—</p> <p>(a) short-term illness;</p> <p>(b) the educator's resignation;</p> <p>(c) a practicum placement required to be undertaken by the educator for an approved education and care qualification;</p> <p>(d) leave.</p> <p>(2) During the educator's absence, for the purposes of regulation 126(1)(a) or (b), a person who holds a qualification in primary teaching may be taken to hold an approved diploma level education and care qualification or an approved certificate III level education and care qualification (as the case requires).</p> <p>(3) An educator may be replaced in accordance with sub regulations (1) and (2) for a maximum of 30 days in any 12 month period.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY AREA 5 - RELATIONSHIPS WITH CHILDREN

Section 166 – Offence to use inappropriate discipline

Prescribed Regulations	Compliant	Non-compliant	N/A
<p>Regulation 155 – Interactions with children</p> <p>Reasonable steps to ensure that the education and care service provides education and care to children in a way that—</p> <ul style="list-style-type: none"> (a) encourages the children to express themselves and their opinions; and (b) allows the children to undertake experiences that develop self-reliance and self-esteem; and (c) maintains at all times the dignity and rights of each child; and (d) gives each child positive guidance and encouragement toward acceptable behaviour; and (e) has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 156 – Relationships in groups</p> <p>(1) The approved provider of an education and care service must take reasonable steps to ensure that the service provides children being educated and cared for by the service with opportunities to interact and develop respectful and positive relationships with each other and with staff members of, and volunteers at, the service.</p> <p>(2) For the purposes of subregulation (1), the approved provider must have regard to the size and the composition of the groups in which children are being educated and cared for by the service.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p>			

QUALITY AREA 6 COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES	Compliant	Non-compliant	N/A
Regulation 157 – Access for parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 102AAB – Safe arrival of children policies and procedures <p>(1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.</p> <p>(2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—</p> <ul style="list-style-type: none"> (a) staff of the service; and (b) parents of children being educated and cared for by the service; and (c) children being educated and cared for by the service (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102AAC Risk assessment for the purposes of safe arrival of children policies and procedures <p>(1) For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation.</p> <p>(2) The approved provider must conduct a risk assessment—</p> <ul style="list-style-type: none"> (a) at least once every 12 months; and (b) as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service. <p>(3) A risk assessment must—</p> <ul style="list-style-type: none"> (a) identify and assess any risks that a child’s travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and (b) specify how the identified risks will be managed and minimised. <p>(4) Without limiting subregulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—</p> <ul style="list-style-type: none"> (a) the age, developmental stage and individual needs of the child; (b) the role and responsibilities of the following persons (if applicable)— <ul style="list-style-type: none"> (i) in the case of a child who leaves the service premises to travel to an education and care service premises of 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>another education and care service, the nominated supervisor of each service;</p> <p>(ii) the child's parent;</p> <p>(iii) an authorised nominee named in the child's enrolment record;</p> <p>(iv) a person authorised by—</p> <p style="padding-left: 40px;">(A) the child's parent; or</p> <p style="padding-left: 40px;">(B) an authorised nominee named in the child's enrolment record;</p> <p>(c) the role and responsibilities of the service the care of which the child is entering or leaving;</p> <p>(d) the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;</p> <p>(e) the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;</p> <p>(f) given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;</p> <p>(g) the proposed route and destination, including any proximity to harm and hazards;</p> <p>(h) the process for entering and exiting—</p> <p style="padding-left: 40px;">(i) the service premises; and</p> <p style="padding-left: 40px;">(ii) the pick-up location or destination (as required);</p> <p>(i) the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).</p> <p>(5) If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable.</p> <p>(6) The approved provider must keep a record of each risk assessment conducted under this regulation.</p>			
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QUALITY AREA 7 - GOVERNANCE AND LEADERSHIP

Section 56 – Notice of addition of nominated supervisor

Section 161 – Offence to operate without nominated supervisor

Section 161A – Offence for nominated supervisor to not meet prescribed minimum requirements

Section 172 – Offence relating to fail to display prescribed information

Section 175 – Offence relating to requirement to keep enrolment and other documents

Section 188 – Offence to engage person to whom prohibition notice applies

Prescribed Regulations	Compliant	Non-compliant	N/A
<p>Regulation 31 – Condition on service approval – quality improvement plan</p> <ul style="list-style-type: none"> Kept at the service Available for inspection by the Regulatory Authority Available on request to parents <p>Regulation 55 Quality improvement plan</p> <ul style="list-style-type: none"> Includes an assessment Identifies areas of improvement Contains a statement of philosophy Submit to the Regulatory Authority on request <p>Regulation 56 – Review and revision of quality improvement plan</p> <ul style="list-style-type: none"> At least annually At any time when directed by the Regulatory Authority 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 158 – Children’s attendance record to be kept by approved provider</p> <ul style="list-style-type: none"> records the full name of each child attending the service; and records the date and time each child arrives and departs; and is signed by one of the following persons at the time that the child arrives and departs— <ul style="list-style-type: none"> the person who delivers the child to the education and care service premises or collects the child from the education and care service premises; a nominated supervisor or an educator 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 160 - Child enrolment records to be kept by approved provider and family day care educator</p> <p>Sight random selection of enrolment records:</p> <p>(a) the full name, date of birth and address of the child;</p> <p>(b) the name, address and contact details of—</p> <ul style="list-style-type: none"> (i) each known parent of the child; and (ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and (iii) any person who is an authorised nominee; and (iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>(v) any person who is authorised to authorise an educator to take the child outside the education and care service premises; and</p> <p>(vi) any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child;</p> <p>(c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;</p> <p>(d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;</p> <p>(e) the gender of the child;</p> <p>(f) the language used in the child's home;</p> <p>(g) the cultural background of the child and, if applicable, the child's parents;</p> <p>(h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;</p> <p>(i) the relevant authorisations set out in regulation 161;</p> <p>(j) the relevant health information set out in regulation 162.</p>			
<p>Regulation 161 – Authorisations to be kept in enrolment record</p> <p>a) an authorisation, signed by a parent <u>or</u> a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor or an educator to seek—</p> <p style="padding-left: 40px;">(i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and</p> <p style="padding-left: 40px;">(ii) transportation of the child by an ambulance service; and</p> <p>(b) if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings; and</p> <p>(c) if relevant, an authorisation given under regulation 102D(4) for regular transportation of the child.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 162 – Health information to be kept in enrolment record</p> <p>(a) the name, address and telephone number of the child's registered medical practitioner or medical service; and</p> <p>(b) if available, the child's Medicare number; and</p> <p>(c) details of any—</p> <p style="padding-left: 40px;">(i) specific healthcare needs of the child, including any medical condition; and</p> <p style="padding-left: 40px;">(ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and</p> <p>(d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c); and</p> <p>(e) details of any dietary restrictions for the child; and</p> <p>(f) the immunisation status of the child; and</p> <p>(g) if the approved provider or a staff member or family day care educator has sighted a child health record for the child, a notation to that effect</p> <p><i>* All this information MUST be located in each child's enrolment record.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 167 – Record of service compliance <ul style="list-style-type: none"> ○ Must include: <ul style="list-style-type: none"> ○ Details of any amendment of the service approval ○ Details of any compliance direction or compliance notice 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 168 - Education and care service must have policies and procedures Policies and procedures are required in relation to the following— <ul style="list-style-type: none"> (a) health and safety, including matters relating to— <ul style="list-style-type: none"> (i) nutrition, food and beverages, dietary requirements; and (ii) sun protection; and (iii) water safety, including safety during any water-based activities; and (iv) the administration of first aid; and (v) sleep and rest for children, including the matters set out in regulation 84B; (b) incident, injury, trauma and illness procedures complying with regulation 85; (c) dealing with infectious diseases, including procedures complying with regulation 88; (d) dealing with medical conditions in children, including the matters set out in regulation 90; (e) emergency and evacuation, including the matters set out in regulation 97; (f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99; (g) excursions, including procedures complying with regulations 100 to 102; (ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4; (gb) the safe arrival of children who travel between an education and care service and any other education or early childhood service within the meaning of regulation 102AA, including the matters set out in regulation 102AAB; (h) providing a child safe environment, including matters relating to— <ul style="list-style-type: none"> (i) the promotion of a culture of child safety and wellbeing within the service; and (ii) the safe use of online environments at the service; (i) staffing, including— <ul style="list-style-type: none"> (i) a code of conduct for staff members; and (ii) determining the responsible person present at the service; and (iii) the participation of volunteers and students on practicum placements; (j) interactions with children, including the matters set out in regulations 155 and 156; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(k) enrolment and orientation; (l) governance and management of the service, including confidentiality of records; (m) the acceptance and refusal of authorisations; (n) payment of fees and provision of a statement of fees charged by the education and care service; (o) dealing with complaints, including matters relating to— (i) the provision of a complaint handling system at the service that is child focused; and (ii) the management of a complaint that alleges a child is exhibiting harmful sexual behaviours.			
<i>*Names and contents of policies may differ. Services are deemed compliant as long as each specific policy regulation has the required information.</i>			
Regulation 170 - Policies and procedures to be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 171 – Policies and procedures to be kept available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 172 – Notification of change of policies and procedures <ul style="list-style-type: none"> ○ Parents to be notified at least 14 days before making changes that: <ul style="list-style-type: none"> ○ may have a significant impact on the service provision of education and care to any child or the family's ability to utilise the service ○ will affect the fees charged or the way in which fees are collected 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 173 – Prescribed information to be displayed <ul style="list-style-type: none"> ○ Name of approved provider ○ Provider approval number ○ Any conditions on provider approval ○ Name of the education and care service ○ Service approval number ○ Any conditions on service approval ○ Name of each nominated supervisor ○ The current rating levels for each quality area and overall rating – this must be the notice of rating that is issued by the regulatory authority (see R173 (3)) ○ Details of any waivers held by service, including elements/regulations waived, duration of waiver and whether it is service or temporary waiver ○ The hours and days of operation ○ The name and telephone number of the person at the service to whom complaints may be addressed ○ Name and position of the responsible person in charge at any given time ○ The name of the educational leader ○ The contact details of the Regulatory Authority ○ If applicable, a notice stating a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service ○ If applicable, a notice stating that there has been an occurrence of an infectious disease at the premises. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Regulation 174 – Time to notify circumstances to Regulatory Authority</p> <p>Regulation 175 - Prescribed information to be notified to regulatory authority</p> <p>Regulation 176 - Time to notify certain information to regulatory authority</p> <ul style="list-style-type: none"> ○ Change of address of approved provider – 7 days ○ Appointment of receivers – 7 days ○ Change to hours and days of operation – 7 days ○ Changes to the ages of children being cared for- 7 days ○ Change to the nature of education and care offered by the service – 7 days ○ Start and finish of providing regular transportation – 7 days ○ Close or reduce number of children – 24 hours ○ Any circumstance arising that poses a risk to health, safety and wellbeing - 7 days ○ Attendance of any additional children in emergency circumstances – 24 hours ○ Any incident of abuse - 7 days ○ Allegations of abuse – 7 days ○ Serious incident - 24 hours 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 177 – Prescribed enrolment and other documents to be kept by approved provider</p> <p>(a) the documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74;</p> <p>(b) an incident, injury, trauma and illness record as set out in regulation 87;</p> <p>(c) a medication record as set out in regulation 92;</p> <p>(e) in the case of a centre-based service, a staff record as set out in regulation 145;</p> <p>(f) a record of volunteers and students as set out in regulation 149;</p> <p>(g) the records of the responsible person at the service as set out in regulation 150;</p> <p>(h) in the case of a centre-based service, a record of educators working directly with children as set out in regulation 151;</p> <p>(i) a record of access to early childhood teachers as set out in regulation 152;</p> <p>(k) a children’s attendance record as set out in regulation 158;</p> <p>(l) child enrolment records as set out in regulation 160;</p> <p>(m) a record of the service’s compliance with the Law as set out in regulation 167;</p> <p>(n) a record of each nominated supervisor and any person in day-to-day charge of the education and care service under section 162 of the Law;</p> <p>(o) in the case of a centre-based service, a record of children embarking a means of transport at the education and care service premises as set out in regulation 102E(4)(c);</p> <p>(p) in the case of a centre-based service, a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation 180 – Evidence of prescribed insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 181 – Confidentiality of records kept by approved provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 183 – Storage of records and other documents <ul style="list-style-type: none"> • Incident, illness, injury, trauma – until child is 25 • death whilst at service – until 7 years after death • all records relating to a child that was enrolled – until 3 years after last date educated and cared for • records relating to AP – 3 years since last operated as AP • NS or staff member records of any kind – 3 years after end date • In case of any other record – until end of 3 years after date on which record was made. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 185 – Law and regulations to be available <ul style="list-style-type: none"> • Copies to be accessible at the service at all times for use by nominated supervisors, staff members, volunteers, parents of children enrolled at the service and any person seeking to make use of the service 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Staffing Records

[illegible]