



## Self-assessment tool for centre-based care

### *Education and Care Services National Law (South Australia)*

### Education and Care Services National Regulations 2011

This self-assessment tool may be used as a guide/checklist by early childhood services who wish to conduct a voluntary assessment of their service against the National Law and Regulations. **Please note:** You are **NOT** required to return this form to the Education Standards Board. It is for your organisation's internal use only.

The National Law and National Regulations apply to all education and care services. Services are defined as either centre-based care or family day care.

**Please note:** Centre-based care includes centre-based care services, out of school hours care services, vacation care, independent and public preschools.

The Education and Care Services National Law is available at:

<https://www.acecqa.gov.au/nqf/national-law-regulations/national-law>.

The Education and Care Services National Regulations is available at:

<https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>.

Date completed: \_\_\_\_\_

Name of person/s completing self-assessment of compliance: \_\_\_\_\_

Signature of person/s completing self-assessment of compliance: \_\_\_\_\_



Ref. to Law (S) and Regulation (R)	Educational program and practice	Evidence of details and compliance
S 168 R 254	<ul style="list-style-type: none"> <li>Is an approved framework (<i>Early years learning framework</i> and/or <i>My time, our place</i>) used to guide the development of the program?</li> <li>Is the educational program: <ul style="list-style-type: none"> <li>based on the developmental needs, interests and experiences of each child; and</li> <li>designed to take into account the individual differences of each child?</li> </ul> </li> </ul>	
R 73	<ul style="list-style-type: none"> <li>Have you developed a program that contributes to each child's learning outcomes outlined by the learning framework?</li> </ul>	
R 74	<ul style="list-style-type: none"> <li>If you have children who are <b>preschool age or younger</b>, do you document: <ul style="list-style-type: none"> <li>an assessment of each child's development, interests and participation in the program?</li> <li>an assessment of each child's progress against the outcomes of the program?</li> </ul> </li> </ul>	
	If you have <b>school aged children</b> , do you document: <ul style="list-style-type: none"> <li>an evaluation of each child's wellbeing, development and learning?</li> </ul>	
R 75	<ul style="list-style-type: none"> <li>Is the information about the program displayed in a place at the service that is accessible to parents?</li> <li>Is a copy of the program available for inspection on request: <ul style="list-style-type: none"> <li>at the service for centre based care, preschool or outside hours care?</li> </ul> </li> </ul>	



R 76	<ul style="list-style-type: none"> <li>If requested, do you provide families with: <ul style="list-style-type: none"> <li>information about the content and operation of the program and their children's participation in the program?</li> <li>a copy of their children's assessment/evaluation documentation?</li> </ul> </li> </ul>	
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Ref. to Law (S) and Regulation (R)	Children's health and safety	Evidence of details and compliance
R 77	<ul style="list-style-type: none"> <li>Are adequate health and hygiene practices implemented at the service?</li> <li>Is food stored, handled, and served safely?</li> </ul>	
R 78 R 79	<ul style="list-style-type: none"> <li>Do you ensure that: <ul style="list-style-type: none"> <li>children can access water at any time;</li> <li>children are offered food and drinks appropriate to their individual needs on a regular basis throughout the day; and</li> <li>food and beverages are nutritious, adequate in quantity and appropriate for the dietary requirements of individual children (including specific cultural, religious or health requirements and each child's growth)?</li> </ul> </li> </ul>	
R 80	<ul style="list-style-type: none"> <li>If you provide food at your service do you display a menu: <ul style="list-style-type: none"> <li>in a place accessible to parents; and</li> <li>which accurately describes the food and beverages being supplied each day?</li> </ul> </li> </ul>	
R 81	<ul style="list-style-type: none"> <li>Are children's individual needs for sleep and rest met at the service?</li> </ul>	
R 82 R 83 S 167	<ul style="list-style-type: none"> <li>Do you ensure that the service environment is free from the use of tobacco, illicit drugs and alcohol and that staff are not affected by alcohol or drugs when educating and caring for children?</li> </ul>	



R 84	<ul style="list-style-type: none"> <li>Do you ensure that the nominated supervisor and staff members at the service who work with children are aware of their child protection responsibilities and the current child protection law in SA?</li> </ul>	
R 85 R 86 R 87	<ul style="list-style-type: none"> <li>Do you ensure that all educators follow service procedures in the event of an accident, injury or illness, including notification to parents within 24 hours?</li> <li>Does the incident, injury or illness record include all details required by R 87?</li> </ul>	
R 88	<ul style="list-style-type: none"> <li>Do you ensure that all educators and families follow the service's policies and procedures for preventing and dealing with the outbreak of infectious diseases?</li> </ul>	
R 89	<ul style="list-style-type: none"> <li>Do you have sufficient first aid kits which are easily recognised and accessible?</li> <li>Have you checked that they are fully stocked and removed all out-of-date items?</li> </ul>	
R 90 R 91	<ul style="list-style-type: none"> <li>Does the medical conditions policy include all practices, including medical management plans and risk-minimisation and communications plan set out in R 90 and developed in consultation with parents?</li> </ul>	
R 162 R 90	<ul style="list-style-type: none"> <li>Is a risk-minimisation plan, including a communication plan, in place for all children who have medical management plans and included in the children's enrolment records?</li> <li>Do you ensure that all educators and families are aware of the medical conditions policy and that families of children with medical conditions have been provided with a copy?</li> </ul>	
R 92–96 R 161	<ul style="list-style-type: none"> <li>Does the medication record include all the details set out in R 92(3)?</li> <li>Do you ensure that all educators, families and, where applicable, children are aware of the procedure for administering medication and always follow it?</li> <li>Do you ensure that medical authorisations are kept in the enrolment record for each child enrolled at an education and care service or educated and cared for by a family day care educator?</li> </ul>	



R 97	<ul style="list-style-type: none"><li>• Has a risk assessment been conducted to identify potential emergencies that are relevant to the service?</li><li>• Have you ensured that plans (including maps and instructions) are developed to manage emergencies and evacuations and are displayed near each exit?</li><li>• Are emergency and evacuation procedures practiced and documented at least every three months by staff members, volunteers and children present?</li><li>• Do educators have ready access to an operating telephone?</li></ul>	
R 99	<ul style="list-style-type: none"><li>• Do you ensure that all educators follow service procedures about the delivery and collection of children from the service as set out in R 99?</li></ul>	
R 100–102	<ul style="list-style-type: none"><li>• Do you ensure that all educators follow service procedures in relation to excursions, including obtaining authorisations and conducting appropriate risk assessments?</li><li>• Do risk assessments include consideration of all the points identified in R 101, and transport-related considerations as set out in R 102B–D?</li><li>• Do authorisations include all of the details set out in R 102?</li></ul>	



Ref. to Law (S) and Regulation (R)	Physical environment	Evidence of details and compliance
R 104–110 R 11–115	<ul style="list-style-type: none"><li>Do you ensure that the service premise, venue, or residence meets all regulatory requirements? For example:<ul style="list-style-type: none"><li>Each child has access to furniture, materials and developmentally appropriate equipment that are sufficient and suitable for their education and care?</li><li>If you have children who are preschool age or younger, do you have fencing that prevents them going over, under, or through it?</li><li>Are there appropriate toilet and handwashing facilities, which are safe and easily accessed by children?</li><li>Are arrangements for dealing with soiled clothes, linen and nappies, which do not pose a risk to children, in place?</li><li>Is there adequate light, ventilation and shade?</li><li>Is there space for administrative functions and consultation with families?</li><li>Is there the required amount of unencumbered indoor and outdoor space for the number of children in attendance at the service as set out in R 107 and R 108?</li><li>Outdoor space allows children to explore and experience the natural environment?</li><li>Are there nappy change facilities which meet the requirements of R 112?</li><li>Are all areas of the premises easily supervised?</li></ul></li></ul>	



Ref. to Law (S) and Regulation (R)	Minimum requirements for persons in day-to-day charge, nominated supervisors and family day care educator	Evidence of details and compliance
R 117A R 117B R 117C	<ul style="list-style-type: none"> <li>Have you ensured each person placed in day-to-day charge:               <ul style="list-style-type: none"> <li>is placed by the approved provider or nominated supervisor and has consented to this in writing as set out in R 117?</li> <li>meets the minimum requirements as set out in R 117B?</li> </ul> </li> <li>Does the nominated supervisor meet the minimum requirements as set out in R 117C?</li> </ul>	

Ref. to Law (S) and Regulation (R)	Staffing arrangements	Evidence of details and compliance
R 118 R 145	<ul style="list-style-type: none"> <li>Have you ensured that a suitably qualified and experienced individual has been appointed as the educational leader at the service?</li> <li>Is this appointment designated in writing and held in the staff record?</li> </ul>	
R 122–123 R 322 R 323 S 169	<ul style="list-style-type: none"> <li>Do you ensure that the educator-to-child ratio is maintained at all times and that only educators working directly with children are included in the ratio?</li> </ul>	



R 126 R 243–244	<ul style="list-style-type: none"> <li>If you operate a centre-based service educating and caring for children preschool age or younger, 50% of educators must have, or be actively working towards, at least an approved diploma-level qualification. All other educators must have or be actively working towards, at least an approved certificate-III-level education and care qualification.</li> </ul>	
R 120 R 126 S 169 R 321	<ul style="list-style-type: none"> <li>Do you ensure that educators who are 18 years of age do not work alone and are adequately supervised?</li> <li>If an educator is employed on a probationary basis for not more than three months, then qualification requirements in subsection 126(1)(b) does not apply</li> <li>Do you ensure required qualifications in an outside hours care service are as follows: <ul style="list-style-type: none"> <li>qualified educator published in the list of approved qualifications on the ACECQA website; and</li> <li>The first of every two educators meet child-to-educator ratios</li> </ul> </li> </ul>	
R 10	<ul style="list-style-type: none"> <li>Do you have documentary evidence that demonstrates that educators are <i>actively working towards</i> an approved qualification?</li> </ul>	
R 136	<ul style="list-style-type: none"> <li>Do you ensure that at all times when children are in attendance at the service, there is at least one person with an approved first-aid qualification available, and at least one person who has completed approved training in the management of asthma and anaphylaxis?</li> </ul>	
R 129–135 R 241–242 R 324	<ul style="list-style-type: none"> <li>Do you ensure access to an early childhood teacher (ECT) for the amount of time required by the regulations for the number of children being educated and cared for at your service?</li> <li>Do you ensure that an early childhood teacher is replaced by a person who holds an approved diploma qualification or degree in primary teaching during short-term illness or leave?</li> <li>Are all ECTs employed to meet qualification requirements registered teachers or hold special authority to teach from Teachers Registration Board of SA?</li> </ul>	
R 145–150	<ul style="list-style-type: none"> <li>Do you ensure that a staff record is kept which includes the information set out in regulation 145? and</li> </ul>	





	<ul style="list-style-type: none"><li>• Do you ensure that the staff record includes:<ul style="list-style-type: none"><li>• the prescribed information for the nominated supervisor as set out in R 146?</li><li>• all of the prescribed information for each staff member as set out in R 147?</li><li>• the name of the person designated as the educational leader as set out in R 148?</li><li>• the prescribed information for students and volunteers as set out in R149?</li><li>• the name of the responsible person for each time children are being educated and cared for at the service as set out in R 150?</li></ul></li></ul>	
R 151–152	<ul style="list-style-type: none"><li>• Do you keep the following records in a centre-based service:<ul style="list-style-type: none"><li>• Names of educators working directly with children and the hours they are working directly with children?</li><li>• The period that an early childhood teacher is in attendance or working with the service? (preschool age children and under)?</li></ul></li></ul>	



Ref. to Law (S) / Regulation (R)	Relationships with children	Evidence of details and compliance
R 155	<ul style="list-style-type: none"><li>Do you ensure that educators interact with children in a way that:<ul style="list-style-type: none"><li>encourages children to express themselves and their opinions?</li><li>supports children to develop self-reliance and self-esteem?</li><li>maintains the dignity and rights of each child?</li><li>provides positive guidance and encourages acceptable behaviour?</li><li>reflects each child's family and cultural values?</li><li>is appropriate for the physical and intellectual development and abilities of each child?</li></ul></li></ul>	
R 156	<ul style="list-style-type: none"><li>Do you ensure that the size and composition of each group of children provides them with the opportunity to interact and develop respectful and positive relationships with each other and with educators?</li></ul>	



Ref. to Law (S) and Regulation (R)	Collaborative relationships with families and communities	Evidence of details and compliance
R 157	<ul style="list-style-type: none"><li>Do you ensure that parents may enter the service at any time when their child is being educated and cared for other than at times when it may pose a risk to children, prevent staff from carrying out normal duties, or contravene a court order?</li></ul>	



Ref. to Law (S) and Regulation (R)	Leadership and service management	Evidence of details and compliance
S 161–162 S 161A	<ul style="list-style-type: none"> <li>Do you ensure that there is a nominated supervisor for the service at all times as set out in S 161?</li> <li>Do you ensure that a responsible person, as defined in S 162, is present at all times the service is educating and caring for children?</li> </ul>	
S 170	<ul style="list-style-type: none"> <li>Do you ensure that only authorised persons (described in S 170) are present while children are being educated and cared for as prescribed in S 170?</li> </ul>	
S 171	<ul style="list-style-type: none"> <li>Do you ensure that inappropriate persons as described in S 171 are excluded from the service premises at all times whilst children are being educated and cared for?</li> </ul>	
R 158	<ul style="list-style-type: none"> <li>Do you ensure that all records relating to children at the service are maintained, including enrolment records, attendance records, health information, records of illness or accident?</li> </ul>	
R 168–172	<ul style="list-style-type: none"> <li>Do you ensure that: <ul style="list-style-type: none"> <li>all policies required by R 168 are in place and available at the service, including sleep and rest?</li> <li>your policies align with associated regulations, such as R 90?</li> <li>all policies and procedures are followed?</li> <li>copies of current policies and procedures are readily accessible to staff at the service and available for inspection at the premises?</li> <li>parents are notified at least 14 days before making any changes to a policy or procedure that impact on the education and care of a child or a family's ability to use the service?</li> </ul> </li> </ul>	



R 173	<ul style="list-style-type: none"> <li>Have you ensured that all of the information included in R 173 is displayed so that it is clearly visible from the main entrance to your service?</li> </ul>	
RR 174–176 S 173–174	<ul style="list-style-type: none"> <li>Do you ensure that:               <ul style="list-style-type: none"> <li>changes to the operation of the service, serious incidents and complaints which allege a breach of Law or Regulations are reported to the regulatory authority within the timeframe set out in R 176?</li> <li>information regarding circumstances which pose a risk to the health, safety or wellbeing of a child is notified to the regulatory authority as prescribed in R 175(2)(c)?</li> <li>information regarding any incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child has occurred, or is occurring, while the child is being educated and cared for by the service, is notified to the regulatory authority?</li> <li>allegations that physical or sexual abuse of a child has occurred, or is occurring, while the child is being educated or cared for by the service (other than an allegation that has been notified under S 174(2)(b) of the Law) are notified to the regulatory authority?</li> </ul> </li> </ul>	
R 177 S 175	<ul style="list-style-type: none"> <li>Do you ensure that documentation set out in R 177 is kept at the service premises, is accurate, available for inspection by an authorised officer and available to a parent on request?</li> </ul>	
R 29 R 180	<ul style="list-style-type: none"> <li>Do you keep information about public liability insurance for your service on the premises, except if the prescribed insurance for the education and care service is a policy of insurance or an indemnity provided by the government of a state or territory?</li> </ul>	
RR 181–184	<ul style="list-style-type: none"> <li>Do you ensure that records are stored appropriately to ensure confidentiality and are retained for the period indicated in R 183?</li> </ul>	
R 185	<ul style="list-style-type: none"> <li>Do you ensure that a copy of the Law and Regulations can be accessed by educators, staff, volunteers and families, including those seeking to enrol their child at the service?</li> </ul>	