



EDUCATION AND CARE

ECU NEWSLETTER

8 November 2023

Nominated Supervisor responsibilities

Since 1 July 2023 the ECU has been consistently reviewing and considering the legislated responsibilities of Nominated Supervisors as part of monitoring and investigation into compliance with the *Education and Care Services National Law* (National Law) and the *Education and Care Services National Regulations* (National Regulations).

This has provided opportunities to discuss responsibilities and requirements with a range of individuals across services.

Where required, the ECU has promoted opportunities for reflection and improvement of mentoring and oversight systems to assist in lifting quality and compliance to improve quality experiences and outcomes for children.

Our regulatory approach in the first instance has been educative and centred on capacity building, and only where a significant incident occurs, or there is a trend of unwilling and unable to comply with legislated requirements does the ECU move to further enforcement tools.

To this end, we have been pleased by the take-up of the Leading in Early Education and Care Program 2023-24 (LEEC).

Funded by the ECU Grants Program, LEEC aims to build upon the capabilities and capacity of both Nominated Supervisors and emerging leaders working in ECEC services in Tasmania. 74 participants from across the State have now completed their virtual onboarding sessions. The first face-to-face workshops will commence in Hobart, Launceston and Devonport

in November. We look forward to bringing you further updates as the program progresses.

For more information on Nominated Supervisor responsibilities see the below information sheets:



[ACECOA Information Sheet – Nominated Supervisors](#)



[ECU Information Sheet – Nominated Supervisors](#)

Policies and procedures for safe arrival of children between services and schools – 1 October 2023 changes

Children travelling between an education and care service and any other education or early childhood service requires careful planning to maintain children's health, safety and wellbeing.

From 1 October 2023 several changes to the National Regulations enhancing policies, procedures and risk assessments required for the safe arrival of children travelling between services, or between schools and services came into effect.

The new legislative requirements require an approved provider to:

- Ensure the service has policies and procedures in place for the safe arrival of children who travel between an education and care service and any other education or early childhood service.

- Conduct a risk assessment at least once every 12 months, and 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.

The following resources may help you in reviewing and updating your policies and processes:

- [ACECOA Information Sheet – Safe Arrival of Children](#)¹
- [ACECOA Policy Guidelines – Safe Arrival of Children](#)²
- [ACECOA Policy Guidelines – Delivery of children to, and collection from, education and care service premises](#)³
- [ACECOA Information Sheet – Minimising the risk of children being left behind in vehicles](#)⁴
- [Safe transportation of Children Safety Checklist and regular transportation record form \(PDF, 56KB\)](#)⁵

Family Day Care Register – new requirement in effect from 1 October 2023

There are a number of new requirements in place for family day care (FDC) from 1 October 2023 which are designed to improve regulatory oversight and safety.

These include a new requirement for approved providers to ensure that the details of when FDC educators are approved to educate and care for more than seven children, or more than four children who are preschool age or under, at any one time, **due to exceptional circumstances**, are kept on the register of FDC educators.

The details must include the:

- nature of an exceptional circumstance / nature of exceptional circumstances
- date of when approval was granted by the approved provider
- name of person who granted the approval
- the date of birth and name of each child educated and cared for as part of the approval

- the period which the FDC educator is approved to educate and care for more than seven children, or for more than four children who are preschool age or under.

You can find further guidance in the [ACECOA Information Sheet – Legislative Requirements for Family Day Care Providers from 2023](#)⁶.

Other changes to the NQF for all services

There are a number of changes to the NQF that commenced in 2023 that apply to all education and care services, including FDC.

As a reminder, the changes stem from the 2019 NQF Review (the Review). The implementation of regulatory changes resulting from the Review is occurring in phases, with initial rounds of changes coming into effect on 1 March 2023 and 1 July 2023. The third round of regulatory changes came into effect on 1 October 2023. A further round of regulatory changes is expected to take effect in early 2024.

ACECOA has updated its [Policy and Procedure Guidelines](#)⁷ as well as the [Guide to the National Quality Framework](#)⁸ to provide guidance on all new requirements.

Burn safety and sun protection – seasonal reminder

Under both the National Law and the *Child Care Act 2001*, providers and services must ensure that policies and procedures are in place in relation to sun protection and must take reasonable steps to ensure those policies and procedures are followed.

Good quality shade can reduce overall exposure to the sun's UV. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV outdoors.

Each service is different, and services need to contextualise policies and procedures to suit their situation. Things to consider include:

- Shade can be natural (eg: from a tree with a dense canopy), built (eg: a veranda) or temporary (eg: umbrellas or shade cloths).
- Playground equipment and surfacing can heat up rapidly and retain heat. This can cause serious burns and scalds to skin upon contact. For example, metals, dark colour fall absorption materials and synthetic grass have been known to cause burns.
- Rough, uneven surfaces (like grass or pine bark) reflect less UV than smooth, shiny, light-coloured surfaces (such as concrete, glass or water).
- Excursions can present different sun exposure risks, so it is important that sun protection is considered as part of excursion risk assessments.

The following resources may provide useful guidance and tips:

- [ACECOA Policy Guidelines – Sun Protection](#)⁹
- [SunSmart Resources](#)¹⁰
- [Kidsafe – Shade in Playspaces](#)¹¹
- [Kidsafe – Playground Surfacing](#)¹²
- [Kidsafe - Slides](#)¹³
- [Kidsafe poster – Prevention & First Aid Treatment for Minor Burns](#)¹⁴

Minor Infrastructure Grants – 2023-24 round now open

The ECU invites eligible education and care services and licensed child care services to apply for one-off grant funding to complete upgrades to an education and care or child care service premises.

This round of grant funding will close on Sunday 10 December 2023.

An overview of eligibility criteria and accountability requirements can be found in the [ECU Information Sheet – Minor Infrastructure Grants 2023-24](#)¹⁵.

For eligibility criteria, accountability requirements and guidance on how to apply, please see the [Minor](#)

[Infrastructure Grants 2023-24 news post](#)¹⁶ on the ECU website.

If you have any questions please contact the ECU Grants Officer on (03) 6165 5437 or at grants.ECU@decyp.tas.gov.au.

Pending Outside School Hour Care 2024 service approvals

The ECU recommends all applications for service approvals for new Outside School Hour Care (OSHC) services wishing to commence operations at the start of 2024 be submitted through NQA ITS as soon as possible.

Historically, the ECU has received a large number of applications at the end of the year with services intending to commence operations the following year. Submitting your application by the end of November 2023 will allow the ECU adequate time to consider the application prior to proposed commencement.

OSHC services intending to use a location belonging to the Department for Education, Children and Young People are required to undergo a tender process. The [Strong Partnerships Co-location Policy](#)¹⁷ estimate a four month period for this process to be conducted. Refer to the [Strong Partnerships](#)¹⁸ web page for more information.

Notifying the ECU of service closures over the festive season

The ECU requests that, as a general courtesy, providers and services please advise us of their opening hours over the upcoming festive season.

While there is no regulatory requirement to notify the ECU of seasonally related service closures (where based on general business decisions or to accommodate staff leave), this information enables our officers to best support services.

Please email service closure details to your usual Point of Contact (POC).

If you are operating through the holiday period, please submit any [notifications](#)¹⁹ using NQA ITS.

Shaping our Future: new online dashboard

Shaping Our Future is the national, ten-year workforce strategy. It has been developed to ensure a sustainable, high-quality children's education and care workforce.

ACECQA recently published an online dashboard summarising the strategy's progress and highlighting a range of complementary workforce initiatives available across Australia,

You can access the [Shaping the Future online dashboard](#)²⁰ on the ACECQA website.

LINKS

¹ Information Sheet – Safe Arrival of Children | ACECQA - https://www.acecqa.gov.au/sites/default/files/2023-08/InfoSheet_SafeArrivalOfChildren.pdf

² Policy Guidelines – Safe Arrival of Children | ACECQA - https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_SafeArrivalOfChildren_0.pdf

³ Policy Guidelines – Delivery of children to, and collection from, education and care service premises | ACECQA - https://www.acecqa.gov.au/sites/default/files/2023-07/PolicyGuidelines_DeliveryOfChildrenTo%26CollectionFromEducation%26CareServicePremises.pdf

⁴ Information Sheet – Minimising the risk of children being left behind in vehicles | ACECQA - https://www.acecqa.gov.au/sites/default/files/2023-01/InfoSheet_MinimisingTheRiskOfChildrenBeingLeftBehindInVehicles_0.pdf

⁵ Safe transportation of Children Safety Checklist and regular transportation record form (PDF, 56KB) - <https://www.acecqa.gov.au/media/35746>

⁶ Information Sheet – Legislative Requirements for FDC Providers from 2023 | ACECQA - https://www.acecqa.gov.au/sites/default/files/2023-10/Info_Sheet_LegislativeRequirementsForFamilyDayCareProvidersFrom2023_0.pdf

⁷ Preparing NQF Policy and Procedure Guidelines | ACECQA - <https://www.acecqa.gov.au/resources/preparing-nqf-policies-and-procedures>

⁸ Guide to the National Quality Framework | ACECQA - <https://www.acecqa.gov.au/national-quality-framework/guide-nqf>

⁹ Policy Guidelines – Sun Protection | ACECQA - <https://www.acecqa.gov.au/sites/default/files/2021-08/SunProtectionGuidelines.pdf>

¹⁰ SunSmart Resources | SunSmart - <https://www.sunsmartnsw.com.au/sun-protection-guidelines-recommendations-resources/>

Read previous ECU Newsletters

You can access the [archive of previous ECU Newsletters](#)²¹ on the ECU website.

Contact details:

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Department for Education, Children and Young People
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HOBART Tasmania 7001
Email: ecu.comment@decyp.tas.gov.au

¹¹ Shade in Playspaces | KidSafe NSW - <https://www.kidsafensw.org/imagesDB/documents/ShadeinPlayspaces2021.pdf>

¹² Playground Surfacing | KidSafe NSW - <https://www.kidsafensw.org/imagesDB/documents/PlaygroundSurfacing2021.pdf>

¹³ Slides | KidSafe NSW - <https://www.kidsafensw.org/imagesDB/documents/Slides2021.pdf>

¹⁴ Prevention and First Aid Treatment for Minor Burns | KidSafe NSW - https://kidsafe.com.au/wp-content/uploads/2019/05/Kidsafe_NBAM_2019_Poster_A3_FA_Digital2-1.pdf

¹⁵ Information Sheet – MIG 2023-24 | ECU - <https://publicdocumentcentre.education.tas.gov.au/library/Shared%20Documents/ECU-Captial-Upgrade-Grants-2023-2024-Information-Sheet.pdf>

¹⁶ MIG 2023-24 news post | ECU - <https://educationandcare.tas.gov.au/news/alert-minor-infrastructure-grants-2023-24/>

¹⁷ Provisional Co-location Policy and Process | DECYP - <https://publicdocumentcentre.education.tas.gov.au/library/Document%20Centre/Provisional%20Co-location%20Policy%20and%20Process.pdf>

¹⁸ Strong partnerships with Education and Care providers | DECYP - <https://www.decyp.tas.gov.au/about-us/for-service-providers/strong-partnerships/>

¹⁹ Notification types and timeframes | ACECQA - <https://www.acecqa.gov.au/resources/applications/notification-types-and-timeframes>

²⁰ Shaping the Future Workforce Dashboard | ACECQA - <https://snapshots.acecqa.gov.au/workforcedashboard/index.html>

²¹ Newsletters Archive | ECU - <https://educationandcare.tas.gov.au/news/newsletters-archive/>