

5 ways to ensure you are compliant

We all know the importance of compliance in early childhood settings but achieving this can be difficult with so many different things to focus on across the day. Here are some tips to achieve this:



Know the regulations

Spend time getting to know and understand the regulations so that you know what is actually required and how this is achieved in your service. The guide to the NQF provides additional information and ideas on how to maintain the regulations in your service.



Check with your regulatory authority

If you are not sure whether something is within the compliance requirements or not check with your regulatory authority as ultimately they are the ones who will be overseeing your compliance and practices. Where possible get their response in writing to support your decisions.



Build your expectations into policies

Many policies are quite broad and generic which then means holding staff accountable to them is difficult. Use specific, measurable language such as how to complete a task, what form to use, where to keep evidence, what it should look like and so forth.



Create systems aligned with compliance

When you are designing or reviewing systems make sure you do this through the lens of compliance. Often we can get distracted by best practice and neglect compliance in the systems, or we have too many systems which are hard to follow and result in staff not completing them properly.



Conduct audits

It is one thing to set up systems that support compliance, it is another thing to know without a doubt that compliance is consistently occurring. Using audits and checks can help identify how compliant your service really is and address any gaps in practice before they negatively impact anyone.