

## NQS Area 4: Staffing Arrangements Checklist

(Aligned to National Quality Standard – Quality Area 4: Staffing Arrangements)

Use this checklist to reflect on and strengthen practice within your service. These prompts support continuous improvement, critical reflection, and Assessment and Rating preparation. Educators can complete it individually or as a team.

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<b>Evidence ideas:</b>	Policies, observations, educator reflections, family feedback, environment photos, planning documentation, meeting notes.
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## 4.1 Staffing arrangements

Key Element	Reflection Prompts
4.1.1 Organisation of educators	Are staffing arrangements supporting continuity, supervision, and engagement?

Notes/Actions:

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Key Element	Reflection Prompts
4.1.2 Continuity of staff	Do children experience stable relationships with familiar educators?

Notes/Actions:

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## 4.2 Professionalism

Key Element	Reflection Prompts/Evidence
4.2.1 Professional collaboration	Do educators collaborate respectfully and share knowledge effectively?

Notes/Actions:

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Key Element	Reflection Prompts/Evidence
4.2.2 Professional standards	Are professional learning and ethical responsibilities supported?

Notes/Actions:

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### Team Reflection Summary

Summarise key strengths, challenges, and goals identified from the checklist. Use this to inform your Quality Improvement Plan (QIP).

**Strengths:**

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**Challenges:**

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**Next Steps/Actions:**

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