

ARMIDALE & DISTRICT FAMILY DAY CARE

Determining the Responsible Person Present Policy

<p>Related documentation</p> <p>Policy/policies:</p> <p>Regulation/s/ Standards:</p> <p>Related procedures:</p> <p>References:</p>	<p>Related Policies: QA 1: Educational Program Development and Documentation Policy QA 2: Child Protection QA 6 & 7 Code of Conduct</p> <p>Education and Care Services National Regulations 47, 54 118,173,231</p> <p>Education and Care Services Law 2010 – section 117, 164, 106 NQS 7.1</p> <p>Workplace Health and Safety (Educators), Workplace Health and Safety (Staff), De-Registration of Educator from the Register</p> <p>http://www.cecqa.gov.au/files/Information sheets/Information Sheet - Nominated Supervisors 140602.pdf</p>
Date effective	November 2016
Date for review	November 2018
Purpose	To ensure that a suitable person is available to conduct the day to day operations of the service.
Responsibility/applies	Nominated and Certified Supervisors

Key information:

- The Nominated Supervisor assumes the legal responsibilities for day to day operations of the service.
- Supervisor’s Certificates are provided on application through the Regulatory Authority (NSW Department of Education and Communities).
- Applicants must:
 - Be over 18 years of age;
 - Have adequate knowledge and understanding of National Early Childhood Education and Care Regulations. Law and Standards;
 - Have the ability to supervise;
 - Have a Diploma level qualification;
 - Have at least three years’ experience working as an Early Childhood Educator.

- Families need to be informed of the person responsible for the service whilst their children are attending a Family Day Care Educator's service.

Role Responsibilities:

- The holder of a Supervisor's Certificate can be appointed to assume the overall responsibilities of operating the Family Day Care service as Nominated Supervisor.
- The Nominated Supervisor must be available to provide support and assistance to Educators whenever they are providing education and care.
- That assistance can be provided in person or by phone.
- The name and position of the responsible person must be added to the Service Information poster clearly displayed at the Coordination Unit office.

Certified Supervisors

- The holder of a Supervisor's Certificate can consent to be placed in day to day charge of the service in the absence of the Nominated Supervisor. ***This consent must be provided in writing.*** In this circumstance, they **do not** assume any of the Nominated Supervisor's legal responsibilities.
- The Certified Supervisor's name will be displayed, on AFDC's Office noticeboard, as the responsible person in charge in the Nominated Supervisor's absence.

Role of the Educational Leader

An Educational Leader will be appointed by Armidale & District Family Day Care's Board of Directors to:

- lead the development and implementation of educational programs in collaboration with Family Day Care Coordinators and Educators
- ensure Educators are provided with curriculum direction and
- ensure children achieve the learning outcomes detailed in the Early Years Learning Framework (EYLF) or the School Years Learning Framework (My Time, Our Place – MyTOP).