

ARMIDALE & DISTRICT FAMILY DAY CARE

Determining the Responsible Person Present Policy

Related documentation Policy/policies: Regulation/s/ Standards: Related procedures: References:	Related Policies: Educational Program and Practice, Child Protection, Code of Conduct Education and Care Services National Regulations 118,173 Education and Care Services Law 2010 – section 117, 164, 106 NQS 7.1.3, 7.2 Workplace Health and Safety (Educators), Workplace Health and Safety (Staff), De-Registration of Educator from the Register http://: www.cecqa.gov.au/files/Information sheets/Information Sheet - Nominated Supervisors 140602.pdf
Date effective	November 2018
Date for review	November 2020
Purpose	To ensure that a suitable person is available to conduct the day to day operations of the service.
Responsibility/applies	Nominated Supervisors

Key information:

- Approved providers must nominate a Nominated Supervisor and can appoint one or more individuals who qualify to be nominated supervisors of the service.
- The name of each Nominated Supervisor must be displayed at the Coordination Unit and at each Educator's home or venue so that families are informed of the person responsible for the service whilst their children are attending care.

Nominated Supervisors must:

- Be over 18 years of age;
- Have adequate knowledge and understanding of National Early Childhood Education and Care Regulations. Law and Standards;
- Have current working with children checks and current child protection training;
- Have the ability to supervise;
- Have a Diploma level qualification;
- Have at least three years' experience working as an Early Childhood Educator.

- Must provide written consent in response to the nomination.

Role Responsibilities:

- A Nominated Supervisor can be appointed to assume the overall day to day responsibilities of operating the Family Day Care service.
- The Nominated Supervisor must be available to provide support, advice and assistance to Educators whenever they are providing education and care services.
- That assistance can be provided in person or by phone.

Role of the Educational Leader

An Educational Leader must 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 required in the Early Years Learning Framework (EYLF) or the School Years Learning Framework (My Time, Our Place – MyTOP).