

## 7.5 DETERMINING THE RESPONSIBLE PERSON

### Policy:

The approved provider of a family day care service must ensure that at least one approved provider, person with management or control, nominated supervisor or certified supervisor in day-to-day charge of the service is available to support a family day care educator, including being contactable by phone to provide assistance and advice at all times the family day care educator is educating and caring for children as part of the service.

### Procedure:

1. The manager/nominated supervisor of Mackay Family Day Care Scheme is the person who is available to support a family day care educator at all times the family day care educator is educating and caring for children as part of the service.
2. During office hours, either the manager, a co-ordinator or an administration staff member will be available to provide assistance and advice to family day care educators.
3. Outside of normal office hours, if the manager/nominated supervisor is not available to support educators who are educating and caring for children as part of the service, this duty will be delegated to a co-ordinator who will carry the after hours emergency contact phone.

Date Implemented	Review Date	Date Updated	Source
2017 May	2018 November 2020 April 2021 December	2018 October 2020 June	<ul style="list-style-type: none"><li>• Child Care Service Handbook</li><li>• Education and Care Services National Law Act 2010</li></ul>