

## 7.1 ROLE OF APPROVED PROVIDER

### Policy:

The Approved Provider is legally responsible for the Scheme's compliance with current child care regulations and national standards.

Appropriate specialist staff and resources will be provided to perform the duties of this Scheme.

### Procedures:

1. The Approved Provider accepts legal responsibility for the operation of the Mackay Family Day Care Scheme and for compliance by the Scheme with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.
2. In support of the philosophy of community-based management the Approved Provider will ensure the Mackay Family Day Care Management Committee comprises of representatives from Scheme Staff, Educators, client families and independent persons to assist in the management and operation of the Scheme.
3. The Approved Provider will establish the terms of reference for the Mackay Family Day Care Management Committee. This will include the purpose, objectives and philosophy of the Management Committee; details of membership; duties of the President, Vice President, Treasurer, Secretary and other committee members; frequency of meetings; quorum requirements; and the resignation of a committee member.
4. The Approved Provider will ensure that at all times Mackay Family Day Care has a suitably qualified Nominated Supervisor.
5. The Approved Provider will ensure that at all times a suitably qualified Educational Leader is employed.
6. The Approved Provider will liaise with Staff to determine areas of need for in-service staff training. The Approved Provider will encourage all staff to access regular and appropriate training including the development of interpersonal and management skills as well as early childhood training.
7. The Approved Provider expects that exchange of information and team discussion will take place at regular staff meetings. This will enable future planning to take place on a solid foundation of shared knowledge and expectations.
8. The Approved Provider will ensure that public liability insurance of not less than \$20 million is taken out to cover the Scheme. The insurance cover is applicable as long as the insured complies with the *Education and Care Services National Law Act 2010*, the *Education and Care Services National Regulations 2011* and Scheme policies.

Date Implemented	Review Date	Date Reviewed	Date Updated	Source
2010 July	2012 January 2013 July 2015 January 2016 July 2018 January 2019 July 2021 February 2022 August 2024 February	2012 January 2013 July 2015 January  2021 February 2022 August	2016 November  2019 August  2024 February	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations 2011</li> <li>• Queensland Government – Office of Fair Trading</li> </ul>