

7.5 DETERMINING THE RESPONSIBLE PERSON

Policy Statement:

Mackay Family Day Care Scheme is committed to providing support to all family day care educators whenever they are providing education and care to children.

Background:

The Education and Care Services National Law Act 2010 (Part 6 – Section 164) states that the approved provider must ensure that, at all times that a family day care educator is educating and caring for a child as part of the service, the approved provider or the nominated supervisor or a certified supervisor who has been placed in day to day charge of the service is available to provide support to the family day care educator.

Legislative Requirements:

Section/Regulation	Description
Section 164	Offence relating to assistance to family day care educators.

Procedure:

1. 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.
2. The manager/nominated supervisor of Mackay Family Day Care Scheme is the person who is normally 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.
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 Due	Date Reviewed	Date Updated	Source
2017 May	2018 November 2020 April 2021 December 2023 September 2025 July	2024 January	2018 October 2020 June 2022 March	<ul style="list-style-type: none">• Child Care Service Handbook• Education and Care Services National Law Act 2010