

DETERMINING THE PERSON IN DAY-TO-DAY CHARGE POLICY

AIM:

- That a person in day-to-day charge of the service will be on the Clarence Family Day Care coordination unit premises, or easily contactable, at all times whilst the service is operating, and the details of this person will be clearly displayed at the coordination unit office for educators, staff and families.
- That the process for determining the person in day-to-day charge will be clear to all educators and staff, and followed at all times.

RATIONALE:

To comply with the requirements of the Education and Care Services National Law, section 164, and Education and Care Services National Regulation 2011, specifically clause/s 168(2)(i)(ii); and 173(1)(c)(i).

POLICY:

A family day care service must, at all times that a family day care educator is educating and caring for a child as part of the service, have one of the following persons available or contactable to support educators.

A person in day-to-day charge can be:

1. The APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
2. The NOMINATED SUPERVISOR – this is a person designated by the approved provider, as the nominated supervisor of the service.
3. A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service.

The approved provider will:

1. ensure nominated supervisors and certified supervisors have a clear understanding of the role of the person in day-to-day charge;
2. ensure the person in day-to-day charge is appropriately skilled and qualified;
3. ensure a person in day-to-day charge is physically present at the service or able to be contacted to support educators in an emergency.

The approved provider or delegated authority will:

1. arrange for the keeping of a “**person in day-to-day charge record**”. This record will document the current person in day-to-day charge.
2. The name of the responsible person will be displayed in the main entrance at the service.

Relevant Legislation:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011; 150; 168(2)(i)(ii); 173(1)(c)(i).

Resources:

Community Childcare Cooperative Ltd (NSW) Policy Template;
Children (Education and Care Services National Law Application) Act 2010