

POLICY: 8.3 Role and Responsibilities Policy

Procedure: 8.6 Role of the Service

This procedure aims to ensure all stakeholders understand the role and responsibilities of the Service and how this relates to their work , care arrangement and registration.

8.61 Linking to Policy

This procedural guidance should be read in conjunction with the service **8.3 Role and Responsibilities Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. This procedure covers:

[8.6.2 Key Area of Responsibility](#)

[8.6.3 Line Management \(staff and Volunteers\)](#)

[8.6.4 Coordinator Key Responsibilities](#)

[8.6.5 Take Reasonable Steps](#)

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[8.6.8 Performance of Educator](#)

8.6.2 Key Area of Responsibility

The key areas of responsibility for the Service include:

- The recruitment, selection, evaluation, support and professional development of Educators and staff members;
- The appropriate placement of children;
- Monitoring quality of care;
- Supporting curriculum development for children enrolled at the Service;
- Compliance of all stakeholders with the Family Assistance Law and National Law and Regulations
- Management and administration duties as delegated by the approved provider.
- All information required by the Education and Care Services National Regulations 2011 in regards to the prescribed registers (Educator, staff and volunteers/students) will be kept at the Service, on the service's Harmony program or other approved software.

8.6.3 Line Management (Staff and Volunteers)

- The ICH CEO and Board of Directors have the overall responsibility for the management of the Nominated Supervisor.
- The Nominated Supervisor has the overall responsibility for the management of the coordination unit staff
- The CEO and Board of Directors may from time to time delegate other tasks or additional duties to staff members;
- Any volunteers who may be placed with the service will be supervised by the Nominated Supervisor or delegated staff members, refer to 8.6 Volunteers and Student Placement Procedure
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8.6.4 Coordinators Key Responsibilities

The team of Coordinators play a significant role within the Service.

Coordinators:

- Are expected to communicate with all other staff members and Educators professionally.
- Implement and communicate the Service philosophy and support Educators to connect their philosophy to that of the Service.
- Support Educators to develop their teaching skills and the learning program they are offering.
- Will visit Educators within their residence at least monthly to support Educators and monitor the care environment to ensure this is maintained at the agreed standard;
- Document the outcome of the visit (on the register)
- Will complete a home safety assessment at least annually and before education and care are provided to children at the residence or venue. This is to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.
- Participate in the development of the Service Quality Improvement Plan and each Educator's professional development.

8.6.5 Take Reasonable Steps

The Service will take reasonable steps to ensure that a person who is an Educator, Educator assistant and/or all persons who are 18 years or older, who resides at the Educator's residence has either:

- A current blue card issued by Queensland Blue Card Services, or
- A current Exemption Notice

- If a person residing in the family day care residence turns the age of 18 and has applied for a blue card through the Blue Card Services (has evidence of this), the person is taken to hold their card until the application is determined.

Any volunteers, students, trainees, &/or community workers, who may be placed with the Service will be supervised by the Nominated Supervisor or delegated staff member. Where relevant, the volunteer policy of Inala Community House (the Service's sponsoring body) will be adhered to.

8.6.6 Informing and Involving Staff and Educators

The Service will ensure:

- Staff and Educators are provided with written information detailing service policies and procedures so that they fully understand their rights and responsibilities.
- Any additional regulatory and work-related information will be made available to Educators, and staff when commencing with the service and whenever policies change.
- There is an up-to-date copy of all relevant legislation e.g. *Education and Care Services National Law and Regulations 2011 and the National Standard is available* at the service for reference by Staff and Parents, and they are made and kept aware of its relevance and application to them.
- Educators have a copy/access to the *Education and Care Services National Law and Regulations 2011 and National Quality Standard at their residence.*

8.6.7 Performance of Staff

The Nominated Supervisor in conjunction with the Managing Director, will undertake regular performance appraisals/supervision (see Inala Community House Staff Appraisals Policy) to:

- Ensure staff practice is in accordance with these policies and procedures and the quality standards established through the National Quality Standard and the Early Years learning Framework, along with Education and Care Services National Regulations 2011
- Provide an opportunity for staff to reflect on their own practice and debrief.

8.6.8 Performance of Educators

Coordinators will:

- Provide opportunities for Educators to reflect on their work performance during home visits as appropriate, as well as annually during the re-registration process. (*Refer to 8.4 Induction and Professional Development Policy and 8.5 Monitoring and Support of Educators Policy*).

- Undertake regular monitoring of Educators to ensure their practice is in accordance with legislation, and the Service policies and procedures.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

8.3 Role and Responsibilities Policy

Reference

Refer to 8.3 Role and Responsibilities Policy