

Information for Home-based ECE services licensed for 24 hour seven day operation

Person responsible

The Person Responsible (PR) is required to supervise the care and education of children and provide professional support to educators. The PR does not need to be present on site but must be available during the period of operation. There must be full cover for the hours of operation. The number of coordinators required to fulfil this role will depend on the type of operation, size of operation, and number of children and homes.

The home-based service provider must also ensure the person responsible is able to observe each child participating in the service while the child is receiving education and care.

These requirements have two implications for home-based services with 24 hour 7day operation:

- i) there must be sufficient person(s) responsible to cover all hours of operation; an acceptable solution would be for the service to employ at least two persons responsible. This is specifically provided for in Regulation 22 (5)(c).
- ii) there must be opportunities available for the person responsible to observe each child receiving education and care. This means children must be enrolled for some hours when they will be awake. Where a child attends for long hours it may be necessary to distinguish between hours when the child is attending the home-based service and hours when there is a private care arrangement.

Criteria

Home-based service providers are required to ensure all criteria are met in all homes while children are attending. What the Ministry accepts as compliance with the criteria in each home depends on the number and ages of children attending and the hours of attendance.

The Ministry assesses a selection of homes as part of the licensing process. Service providers are responsible for assessing all homes and ensuring continued compliance.

A home with children attending 24 hours is likely to require different resources and processes to achieve compliance with the criteria than a home where children attend for fewer hours. For example if children are attending overnight adequate provision for sleep would include each child having an item to sleep on. Consideration must also be given to whether there are changes in the use of the home or the people children come into contact with.

Other considerations

Home-based service providers are responsible for ensuring the educators are capable of providing education and care for children. Where an educator can be responsible for children 24 hours 7 days the service provider must have a process to ensure educator have sufficient breaks from their responsibilities to limit the risk to children from educators being overtired. To avoid any confusion service providers must be clear that the expectations and working conditions of an educator are different from the role the person may have during other times with the child. For

example a person's role as a foster carer during the hours the child is not enrolled in the home-based service is different from their role as an educator during the hours the child is enrolled.