

### RESPONSIBLE PERSON POLICY

A Responsible Person must be physically in attendance at all times that the Service is educating and caring for children.

*Approved providers are responsible for appointing a Responsible Person who is aged 18 years or older, has adequate knowledge and understanding of the provision of education and care to children, and has an ability to effectively supervise and manage an education and care service (ACECQA, 2017)*

#### **Procedure:**

- A Responsible Person will be on the premises at all times, and the details of the Responsible Person will be clearly visible to families and visitors at the main entry of the Service.
- If the Responsible Person leaves the premises, they will 'hand over' obligations for the role to another duly appointed person at the Service. It is vital that all hand-overs to a designated Responsible Person are documented when commencing this position throughout the day.
- The process for determining the Responsible Person will be clear to all educators and staff, and procedures will be followed at all times.
- Both the outgoing and incoming Responsible Persons will ensure the displayed name of the current Responsible Person at the Service correctly reflects who presently holds the position.
- Our Service will have one Responsible Person present at all times when caring for and educating children.
- A responsible person can be:
  - An Approved Provider or a person with management or control
  - A Nominated Supervisor
  - A person in day-to-day charge of the service
- The Approved Provider/Management will ensure:
  - A Responsible Person is appointed and physically on the premises at all times children are being educated and cared for.
  - The Responsible Person is over the age of 18 years.
  - The Responsible Person meets the minimum requirements for qualification, experiences and management capabilities. (including Child Protection training, Working With Children Check)
  - The Responsible Person has adequate knowledge and understanding of the provision of education and care to children.
  - The Responsible Person has the ability to effectively supervise and manage an education and care service.
  - The history of the person's compliance with the National Law, former education and care services law, children's services law and an educational law are assessed.
  - The Responsible Person is a fit and proper person.
  - Evidence of completing an approved diploma level education and care qualification or higher is considered as a requirement.
  - Thorough checks of the nominated person's references including their current and previous employers are made and kept on file.



- Written consent for the position is provided by the Responsible Person and filed in staff records.
  - The regulatory authority is notified 7 days prior to a **Nominated Supervisor** starting at the Service or within 14 days after the person has commenced the role through NQA IT System
  - The regulatory authority is notified if the **Nominated Supervisor** changes their name or contact details; is no longer employed by the Service, has been removed from the role or withdraws their nomination.
  - A Responsible Person will be removed from the position should management become aware of a matter or incident which affects the ability of the person to meet the minimum requirements of the position.
  - The staff register has the name of the Responsible Person at the Service for each time children are being educated and cared for by the Service.
  - A Responsible Person is on duty from the time the Service opens each day until the time the Service closes.
  - The **PIDTDC** interchanges with the Nominated Supervisor in their absence
  - Responsible Persons are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed Responsible Person (PIDTIC) will sign on and take on the role.
- A Nominated Supervisor/appointed Responsible person will:
- Provide written consent to accept the role of Responsible Person.
  - Sign their name and hours of responsibility on the Responsible Service Register.
  - Ensure that the identity of the Responsible Person on duty is displayed in the main entrance of the Service and is easily visible for families and visitors.
  - Inform the Director in a timely manner in the event of absence from the Service due to leave or illness so they can be replaced by another Responsible Person.
  - Ensure they have a sound understanding of the role of Responsible Person.
  - Abide by any conditions placed on the Responsible Person.
  - Understand that a Responsible Person placed in day-to-day charge (PIDTIC) of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor.
  - In the case of Nominated Supervisor, Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper (such as the suspension or cancellation of a Working with Children Check card or teacher registration), or if they are subject to disciplinary proceedings.
  - Notify management at the Service in writing, if they wish to withdraw their consent to be a Responsible Person.

NATIONAL QUALITY STANDARD

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing Arrangement s	Staffing arrangements enhance children's learning and development



4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

**EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

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168	Policies and Procedures
169	Offence relating to staffing arrangements
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
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Policy reviewed	Previous modifications	Next review date
March 2021	No changes	2022