



Responsible Person Policy

A Responsible Person must be physically in attendance at all times that the school is educating and caring for children. The Responsible Person is either the Director, Nominated Supervisor or a Certified Supervisor who has been placed in day-to-day charge of the school.

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 have the ability to effectively supervise and manage an education and care service (ACECQA, 2017)

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing Arrangements	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

150	Responsible Person
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
173	Prescribed information to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider

PURPOSE

Our service is committed to meeting our duty of care obligations under the National Law & Regulations to ensure a Responsible Person is on the premises at all times to ensure the health, safety, wellbeing, learning and development of all children at the service which meets all legislative requirements.

SCOPE

This policy applies to the nominated supervisor, certified supervisor, families, educators, students, and volunteers.

DEFINITIONS

Name	Definition
Approved Provider	This would be someone with management and control of the service. The school Board .
Nominated Supervisor	A person with responsibility for the day to day management of an approved service/school. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.
Person in day to day charge (PIDTDC)	A person who is physically at the service and has the role of Nominated Supervisor or duly appointed person. The Responsible Person has consented to be placed in day to day charge of the service but does not take on the responsibilities of the Nominated Supervisor rather they ensure the consistency and continuity in practices.

IMPLEMENTATION

A responsible person will be on the premises at all time, and the details will be clearly visible to families and visitors at the main entry of the School at all times.

If the responsible person needs to change, they will “hand over” obligations for the role to another qualified person at the Service. Both the old and new responsible person will converse directly and ensure the name of the responsible person presented at the Service appropriately reflects who presently holds the position. They must then sign in as the new responsible person on the Staff Sign in Sheets.

Our Nth Balgowlah campus will have at least 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 or
- A person in day to day charge of the service (PIDTDC).

THE APPROVED PROVIDED/MANAGEMENT WILL ENSURE:

- A Responsible Person is appointed and physically on the premise 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 qualifications, 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 (as per regulatory authority conditions)
- Evidence of completing an approved diploma level education and care qualification or higher is considered as a requirement (**Recommended but not compulsory**).

- 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 & present time and date on the Supervisor on Duty sheet that is located on the staff sign in book at the front desk.
- Check that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.
- Inform the Director 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 Supervisor Certificate
- Understand that a Responsible Person placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor (i.e.: Director/Principal/Head of School)
- In the case of a 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.

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Authority. (2017). Responsible Person Requirements for Approved Providers: <https://www.acecqa.gov.au/sites/default/files/2018-09/ResponsiblePersonRequirements.pdf>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017).
- Revised National Quality Standard. (2018)

Review

Policy Review Date	Modification	Review Date
July 2016		2017
Aug 2017	Adjustments made to comply with new regulation changes (Oct 1,	2018

	2017)	
Oct 2018	<ul style="list-style-type: none">References corrected, added &/or updated.Incorrect references deleted & replaced. Sources/references alphabetised	2020
May 2021	<ul style="list-style-type: none">Changes to wording and descriptions of rolesInformation for withdrawal of consent	2024