

# Responsible Person Policy



*A Responsible Person must be physically in attendance at all times that the service 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 service.*

## Education and Care Services National Regulations

<b>Children (Education and Care Services) National Law NSW</b>	
<b>150</b>	Responsible Person
<b>168</b>	Policies and Procedures
<b>173</b>	Prescribed information to be displayed
<b>177</b>	Prescribed Records

## 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

<b>Name</b>	<b>Definition</b>
<b>Approved Provider</b>	This would be someone with management and control of the service. The school Board .
<b>Nominated Supervisor</b>	A person with responsibility for the day to day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.
<b>Certified Supervisors</b>	Educators who have a Supervisor Certificate and have current knowledge of children protection.

<b>Responsible Person</b>	A person who is physically at the service and has the role of Nominated Supervisor or Certified Supervisor. 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.
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## IMPLEMENTATION

The name of the responsible person will be clearly displayed in the main entrance of the Service.

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.

Our service will have at least one Responsible Person present at all times when caring for and educating children.

A responsible person is:

- An approved provider
- A nominated supervisor
- A certified supervisor who is in charge of the daily running of the service.

Management will ensure:

- A Responsible Person is designated
- A record which includes the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- The Nominated Supervisor and Certified Supervisor are over the age of 18years old
- Educators meet the minimum requirements for qualification, experiences and management capabilities
- The Responsible Person is a fit and proper person
- The Responsible Person has a minimum of 3 years’ experience working as an educator in an Education and Care service (Recommended but not compulsory)
- The Responsible Person is on duty during both early and late shifts
- The Certified Supervisor interchanges with the Nominated Supervisor in their absence.

- Educators are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or Certified Supervisor will sign on and take on the role of Responsible Person.
- Written consent of the Nominated Supervisor role has been accepted
- In the absence of the Nominated Supervisor, a Certified Supervisor is placed in charge of the service.
- The staff record has the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- The Nominated Supervisor/Certified Supervisor signs their name and present time on the Responsible Service Record.

#### A Nominated Supervisor/Certified Supervisor will:

- 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.
- Hold a Supervisor Certificate
- Provide written consent to accept the role of Certified Supervisor
- 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 Certified Supervisor 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)
- 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

#### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015

#### Review

QA-4

Responsible Person-Supervisor on Duty

<b>Policy Review Date</b>
<b>July 2016</b>