Hills Grammar

Determining a Responsible Person Policy

Policy Statement

An Approved Provider operates the ECEC with an appointed Nominated Supervisor. The Nominated Supervisor does not have to be in attendance at the ECEC at all times, but in their absence a person deemed responsible by the Nominated Supervisor is to be placed in charge as the Responsible Person. The ECEC will ensure a Responsible Person is physically present at all times children are being cared for.

Rationale

Legislation requires that a Responsible Person is physically in attendance at all times the ECEC is educating and caring for children. The Responsible Person is either the Approved Provider, Nominated Supervisor or an educator who has been placed in day to day charge of the ECEC. Details of the Responsible Person on duty will be communicated and displayed in a prominent place for families and educators to view.

Strategies

Appointing a Responsible Person

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a person's qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge. A person is covered, and may be placed in day to day charge of the service, when:

the Approved Provider or the Nominated Supervisor gives their written consent to be placed in day to day charge of the service.

Criteria to be Determined a Responsible Person

Educators at the ECEC who are considered appropriate for the role of Responsible Person:

- Their practical knowledge of the day to day responsibilities of being an educator at the ECEC, including how to work through unexpected problems.
- Must be over 18 years of age.
- An understanding of the Education and Care Services National Law Act 2010, and the Education and Care Service Services National Regulations.
- Completed an approved Child Protection course. In NSW, Nominated Supervisors and persons in day to day charge are required to have completed the child protection courses approved by the NSW Regulatory Authority.
- Understands and implements the ECEC Policies and Procedures.

Placing a Person in Day to Day Charge

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the ECEC and will consider a person's qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge. A person may be placed in day to day charge of the ECEC when:

- The Approved Provider or Nominated Supervisor identifies that they meet the criteria required under the National Regulations
- They give their written consent to be placed in day to day change of the service

The Nominated Supervisor will:

- Record in writing, from the Approved Provider permission to take on the role of Nominated Supervisor.
- Ensure there is a person placed in day to charge who is appropriately skilled and qualified.
- Ensure that the name and position of the Nominated Supervisor in charge of the ECEC is displayed for families to see.
- Ensure that the names of each Responsible Person is displayed for families to see.
- Ensure, that in the absence of the Nominated Supervisor, a person is placed in day to day change of the ECEC as the Responsible Person.
- Understand the roles and expectations of the Responsible Person and support staff as they take on the responsibilities of Responsible Person.
- Ensure there is a 'responsible person record' at the ECEC. This record will document the current responsible person.
- Develop rosters in accordance with the availability of responsible persons, ECEC operation and attendance patterns of children.
- Support staff to refresh Child Protection training.
- Notify the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor.
- Notify the Approved Provider and Regulatory Authority within 7 days of any changes to their personal situation, including but not limited to a change in mailing address.

The Responsible Person will:

- Provide consent to accept the role of the Responsible Person.
- Understand and follow the expectations when taking on the role of the Responsible Person.
- Understand that a Responsible Person placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor.
- Check that their name is on display indicating they are the Responsible Person.
- Guide and support other educators in daily tasks to ensure the ECEC policies and procedures are implemented and that the ECEC operates in accordance with the National Education and Care Services Regulations.
- Complete the Responsible Person record.
- Refresh Child Protection training on as directed by the Nominated Supervisor.

Families will:

- Be aware of the Nominated Supervisor at the ECEC.
- Be aware of the Responsible Person at the ECEC on a daily basis.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.