



Responsible Persons Policy

Quality Area 4: Staffing Arrangements

Standard 4.1: Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing

Quality Area 7: Leadership and Service Management

Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community *Element 7.1.5: Adults working with children and those engaged in management of the service or residing on the premises are fit and proper*

The policy has been formulated to fulfil the requirements regarding the role and determination of the responsible person present at the service. The aim of this policy is to ensure that a Responsible Person is on duty on the premises at all times and that written procedures outline the process of determining who the Responsible Person will be at any given time during the day.

A centre-based education and care service must have at least one of the following people present at the service at all times. This person is sometimes referred to as the 'responsible person' for the service;

- the approved provider, or
- the nominated supervisor, or
- a certified supervisor placed in day to day charge.

The Licensee of the Service, the Nominated Supervisor and Certified Supervisors are responsible for ensuring a Responsible Person is on duty while children are being educated and cared for by the service.

Nominated Supervisor: is 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.

The Nominated Supervisor is responsible for:

- Holding a Supervisor Certificate
- Providing written consent to accept the role of Nominated Supervisor
- Ensuring that, in their absence from the service premises, another person with a Supervisor Certificate (a Certified Supervisor – refer to Definitions) is placed in day-to-day charge of the service
- Ensuring they have a sound understanding of the role of the Responsible Person
- Ensuring 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
- Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children
- Notifying the Approved Provider and 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

- Notifying the Approved Provider if the Regulatory Authority cancels their Supervisor Certificate for any reason

Certified Supervisors: are Educators who have a Supervisor Certificate and have current knowledge of children protection.

Certified Supervisors are responsible for:

- Holding a Supervisor Certificate
- Providing written consent to accept the role of Certified Supervisor
- Checking 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
- Informing the Approved Provider and/or Nominated Supervisor in the event of absence from the service due to leave or illness so they can be replaced by another Responsible Person
- Ensuring they have a sound understanding of the role of Responsible Person abiding by any conditions placed on the Supervisor Certificate
- Understanding that a Certified Supervisor placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor
- Notifying the Approved Provider and 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
- Notifying the Approved Provider if the Regulatory Authority cancels their Supervisor Certificate for any reason.
- Responsible Person: is 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
- **Both the Nominated Supervisor and Certified Supervisors must:**
 - Be at least 18 years of age
 - Meet the minimum requirements for qualifications, experiences and management capability
 - Satisfy the Regulatory Authority that they are a fit and proper person to be the supervisor of the Service
- **The minimum requirements for qualifications, experience and management are:**
 - Sufficient skills to be placed in the day to day charge of the Service and at least one of the following:
 - At least three years' experience working as an Educator in an education and care service or school
 - An approved diploma level Education and Care qualification; or
 - An approved Early Childhood Teacher qualification

IMPORTANT

- There must be a Responsible Person on the premises at all times the service is delivering education and care programs for children
- The person eligible to be nominated as a Responsible Person must hold a Supervisor Certificate and has appropriate skill level, experience, qualifications and approval to work with children, as required under the National Law and National Regulations
- At all times 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
- At no time does the Service operate without a Nominated Supervisor, and that this person has given written consent and holds a Supervisor Certificate
- At all times the name of the Nominated Supervisor is displayed prominently at the service
- All information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications and approved training, and a Working with Children Check is kept on file at the Service
- The Regulatory Authority will be notified in writing if there is a change of person in the role of Nominated Supervisor
- Educator shifts are rotated to ensure continuity of care for all children. Certified Supervisors are on duty during both early and late shifts. The Certified Supervisor will replace the Nominated Supervisor in their absence
- The Certified Supervisor who opens the service will sign their name, the time present and place their name on the provider notice record. The Certified Supervisor will be determined by the shift they are on and if the Nominated Supervisor is present
- The Nominated Supervisor will sign-in on upon arrival as the Responsible Person and the Certified Supervisor will sign off. When the Nominated Supervisor leaves the service for any reason, such as meetings the Certified Supervisor who is on the late shift will sign in and take over the role of the Responsible Person. If for any reason the Certified Supervisor leaves the service they will sign out and ask the next Certified Supervisor to sign on
- The Responsible Person will be identified by their name and position and this be posted up on the provider information sheet at the entrance of the service for families, visitors and authorities and will need to be changed as the responsible person changes
- All Staff 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. The service cannot operate without a Responsible Person
- Records of the signing 'on and off' are maintained and kept at the service

This policy was made with consideration to Australian Children's Education and Care Quality Authority (ACECQA), Information Sheets: www.acecqa.gov.au/national-quality-framework/information-sheets/

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2013: www.acecqa.gov.au

Guide to the National Quality Standard: www.acecqa.gov.au

Education and Care Services National Law Act 2010: Sections 5, 44, 56, 106–109, 114, 115, 118, 161, 162, 172, 291(5)

Education and Care Services National Regulations 2013: Regulations 35, 46–49, 146, 168(2) (i) (ii), 173, 176(2) (c)

Date that the policy was last updated or revised: April 2016

Signature of Director: _____

Signature of Nominated Supervisor: _____

Nurture and Nature Private Preschool