



## Responsible Persons Policy

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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)*

### 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
173	Prescribed information to be displayed
177	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 is maintained at all times.

## SCOPE

This policy applies to the Director, Nominated Supervisor, and educators of the Service.

## DEFINITIONS

NAME	DEFINITION
Nominated Supervisor	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.
Responsible Person	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 times, and the details of the Responsible Person will be readily available to families and visitors.

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 is:

- An Approved Provider,
- A Nominated Supervisor, *or*
- A duly appointed person, 18 years or older, fit and proper, and have suitable skills.

#### Management will ensure:

- A Responsible Person is appointed.
- The Responsible Person is over the age of 18 years.
- The Responsible Person meets the minimum requirements for qualification, experiences and management capabilities.
- The Responsible Person has a clear understanding of the role.
- The Responsible Person is a fit and proper person.
- A Responsible Person is on duty from the time the Service opens each day until the time the Service closes.
- The Responsible Person 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 will sign on and take on the role.
- Written consent of the Nominated Supervisor role has been accepted.
- 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.

#### A Nominated Supervisor/ appointed Responsible Person will:

- Provide written consent to accept the role of Responsible Person
- Sign their name and hours start and end of responsibility on the Responsible Service Register.
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors. i.e. photo in the foyer



- 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 of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor.

#### SOURCE:

Australian Children's Education & Care Quality Authority, 2014.

ACEQA. (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, 2015.

Revised National Quality Standards.

#### Review

Date Reviewed	Modifications	Next Policy Review Date
October 2016	New Format created and policy created	October 2017
October 2017	Minor changes made to policy and terminology to ensure best practice	October 2018
October 2018	Updated the references to comply with the revised National Quality Standard	October 2019

Signature of Director: \_\_\_\_\_

Busy Kids Child Care