

RESPONSIBLE PERSON

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

Standard 7.3: Administrative systems enable the effective management of a quality service

Education and Care Services National Regulations

47 Minimum requirements for qualifications, experience and management capability

118 Educational Leader

154 Record of staff, Family Day Care Coordinators and Family Day Care educator assistants

168 Education and Care Services must have policies and procedures

173 Prescribed information to be displayed

177 Prescribed enrolment and other documents to be kept by approved provider

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. 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 practises.
Educational Leader	A suitably qualified and experienced Coordinator at the service that can lead the development and implementation of educational programs to ensure Educators are provided with curriculum direction and to ensure children achieve the outcomes of the approved learning framework.
Family Day Care Coordinator	A suitably qualified person employed by the service to monitor and support the family Day Care educators who are a part of the service

PURPOSE

Our service is committed to meeting our duty of care obligations under the Education and Care Services National Law & Regulations to ensure a Responsible Person is available at all times to provide guidance and support to staff, educators and families and to ensure the health, safety, wellbeing, learning and development of all children at the service which meets all legislative requirements.

POLICY

Identifying the Responsible person in day to day charge of the service in the absence of the nominated supervisor.

PROCEDURES**Management will ensure:**

- A Nominated Supervisor is appointed and consents to the appointment.
- Written consent of the Nominated Supervisor role has been accepted

When the Nominated Supervisor is absent from the service ie annual leave, a suitable responsible person will be appointed.

- A record is kept, which includes the name of the responsible person at the service for each time they interchanges with the Nominated Supervisor in their absence.
- The Responsible person/s are over the age of 18years old
- The Responsible Person is a fit and proper person
- The Responsible Person has a minimum of 3 years' experience working in an Education and Care service
- 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.

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

Taree Great Lakes Gloucester Five Star Family Day Care

A Nominated Supervisor will:

- Provide written consent to accept the role of Nominated 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 Approved Provider in the event of their 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 Nominated supervisor and Responsible Person
- Understand that a Responsible person placed in day-to-day charge of the Service in their absence does not have the same responsibilities under the National Law as the 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

Associated Forms/information:

- Prescribed information chart
- Staff Register
- Register of Responsible person

Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator