

# RESPONSIBLE PERSON POLICY

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 National Law and Regulations that govern the operation of education and care services.
Responsible Person	A person who is physically at the Service and is the responsible person on duty. 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 procedures will be followed at all times. Both the outgoing and incoming Responsible Persons will ensure this person is displayed to correctly reflect 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, has suitable skills.

#### Management will ensure:

- A Responsible Person is appointed when the Nominated Supervisor is absent.
- 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 until the Nominated Supervisor is on the premises. Also, from the time the Nominated Supervisor leaves the premises until the Service closes.
- Responsible Persons are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor, or another appointed Responsible Person will sign on and take on the role and its responsibilities.
- Written consent of the Nominated Supervisor role has been accepted.
- The name of the Responsible Person at the service is always on display whilst children are being educated and cared for by the Service.
- The Nominated Supervisor/ Responsible Person signs their name and hours of responsibility on the *Responsible Person Log* located in the entrance to the service.

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

- Sign their name and hours of responsibility on the *Responsible Person Log*.
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors.
- Ensure the Nominated Supervisor is informed in a timely manner in the event that a Responsible Person would be absent from the service 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 and Regulations as the Nominated Supervisor.
- (If applicable) 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.

***General responsibilities of a Responsible Person include;***

- Ensuring Service's policies and procedures are effectively carried out by all staff members, students and casuals.
- Ensuring correct child-to-educator ratios are met at all times, as per the *Education and Care Services National Regulations*.
- Ensure the health and safety of all children enrolled in the service and all staff members.
- The main contact person for parents to answer any questions or queries they may have.
- Other duties may be appointed to the Responsible Person and this will be agreed upon and discussed with all Responsible People and 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

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
AUGUST 2019	<ul style="list-style-type: none"> <li>Changed wording slightly to be clearer.</li> </ul>	AUGUST 2020
AUGUST 2018	<ul style="list-style-type: none"> <li>References corrected, added &amp;/or updated.</li> <li>Incorrect references deleted &amp; replaced.</li> <li>Sources/references alphabetised.</li> </ul>	AUGUST 2019
AUGUST 2017	<ul style="list-style-type: none"> <li>Adjustments made to comply with new regulation changes (Oct 1, 2017)</li> </ul>	AUGUST 2018
OCTOBER 2017	<ul style="list-style-type: none"> <li>Updated the references to comply with the revised National Quality Standard</li> </ul>	AUGUST 2018



## Responsible Person Log

By signing in and out on this log I have read and understood the **Responsible Person Policy** and agree to be the responsible person in charge of the Education and Care Service. I will assume the responsibilities as outlined in the National Quality Standards Laws and Regulations as well as the Policies and Procedures of the Service.

[illegible]