

Woden Community Service Children's Services

RESPONSIBLE PERSON POLICY

A Responsible Person must be physically in attendance at all times that the service is educating and caring for children. The Responsible Person is either the Approved Provider or Nominated Supervisor who has been placed in day-to-day charge of the service.

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

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW NSW	
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 Service Management, the Approved Provider, 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

Children's services providers must ensure that at all times a person is in attendance who is responsible for the day to day running of the service.

The name of the responsible person will be clearly displayed in the service.

If the responsible person needs to change, they will "hand over" obligations for the role to another qualified person at the Service. Both the old and new responsible person will converse directly and ensure the name of the responsible person presented at the Service appropriately reflects who presently holds the position.

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

The Nominated Supervisor assumes the legal responsibilities of the day to day operations of the service.

Management will ensure:

- A Responsible Person is appointed
- The Responsible Person is over the age of 18 years old
- 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
- The Responsible Person has a minimum of 3 years' experience working as an educator in an Education and Care service (Recommended but not compulsory)
- A Responsible Person is available from the time the Service opens each day until the time the Service closes.
- 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 will:

- Hold a Supervisor Certificate
- Provide written consent to accept the role of Certified Supervisor
- Ensure that the name and position of the Responsible Person in charge of the service is displayed and easily visible in the office of the service.
- Inform the Approved Provider 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
- 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

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	March 2018	NEXT REVIEW DATE	March 2020
MODIFICATIONS	Modifications made to adhere with changes to NQF.		
POLICY REVIEWED	October 2018	NEXT REVIEW DATE	October 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Grammar, punctuation and spelling edited. • References corrected, added &/or updated. • Incorrect references deleted & replaced. • Sources/references alphabetised. • Additional information added to points and sentences reworded. 		

Approved by Susan Henderson, Manager Children's Services:



Date: January 2018