



DETERMINING THE RESPONSIBLE PERSON POLICY

POLICY STATEMENT

A Responsible Person is required to be physically present at the Service at all times that children are being educated and cared for. The Responsible Person will be the Approved Provider, or a person with management or control, placed in day-to-day charge of the Service. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

PRACTICES

The service's Nominated Supervisor will be responsible for the service at all times regardless of their attendance at the service.

In the absence of the Nominated Supervisor at any time, a Responsible Person will be selected to be in charge of the daily operation of the service. This person will not adopt the Nominated Supervisor's responsibilities during this time. The service will display the details of the Nominated Supervisor and Responsible Person at all times the service is operating.

The Responsible Person must hold a current first aid certificate including asthma and anaphylaxis, and child protection training. They will also adhere to Service policies and procedures and maintain a safe and healthy environment for children. The Responsible Person will always act with professionalism when dealing with children, educators, visitors and families.

The service will appoint an Educational Leader and display the name of this person for families should they wish to discuss the service's programming practices.

At all times the service is operating, there will be at least one staff member who holds a current approved first aid, anaphylaxis and asthma management qualification.

Staff will record their name and the hours they have worked directly with children each time they are working in the service. This record will also include the name of the Responsible Person, the Educational Leader, and the names of any students and visitors.

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education and Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

ECA Code of Ethics.

National Quality Framework.

Office of the Children Guardian



Version number	Date effective	Description of amendment
4	April 2020	Changes to wording
5	April 2022	Changes to wording in accordance with the changes to the National Regulations

Considered and accepted by the Management Committee (representative) – S. Skelton

Considered and accepted by the staff (representative) – Katrina Thomas