

DETERMINING THE RESPONSIBLE PERSON PRESENT POLICY

OVERVIEW

This Policy covers Department for Education policy for Determining the Responsible Person Present on-site at all times.

INSTRUCTIONS

Leadership will:

- Ensure a responsible person is on site at all times. The responsible person can be either the Nominated Supervisor (the Director) or a senior staff member (Team Leader/permanent qualified educator).
- Ensure the name of the Nominated Supervisor and responsible person is displayed prominently so staff are aware who to consult with.
- Inform admin staff of who is acting as responsible person each day.

Nominated Supervisor will:

- Be a member of site Leadership
- Be responsible for day-to-day management of the service including: educational programs, supervision and safety of children, entry and exit from the premise, food and beverages, administration of medication, sleep and rest of children, excursions and staffing
- Ensure families are aware of this Responsible Person Policy
- Ensure the staff register has the name of the responsible person at the Service for each time children are being educated and cared for by the Service
- Ensure the following information is displayed in a prominent position:
 - The name of the Approved Provider (DECD) and the education and care service
 - The name of the Nominated Supervisor and/or site leader
 - The hours and days of operation
 - The name and contact number of someone on-site to whom complaints are addressed
 - The name of the responsible person in charge at any given time
 - The name of the educational leader at the service
 - The contact details of the Regulatory Authority
 - When applicable, a notice stating that children diagnosed with anaphylaxis attend
 - When applicable, a notice of an occurrence of an infectious disease at the service
 - The provider approval number and service approval number
 - Any conditions on the provider approval and service approval
 - The service's current rating level for each Quality Area and the overall rating
 - Details of any waivers held by the service, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver.

Responsible Person on-site will:

- Be aware of their responsibilities in an emergency
- Make themselves known to any staff who require guidance during the day
- If not Leadership staff, be responsible for information sharing when Leadership staff are next on-site (preferably within 24 hours).

Admin will:

- Update the display board at the front desk each morning with the responsible person for the day.

Implemented: May 2014

Reviewed: November 2023

Next Review: November 2024

Links to National Quality Standards:

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.

Quality Area 7: Governance and Leadership

7.1 Governance: Governance supports the operation of a quality service

7.1.3 Roles and responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 162	Offence to operate education and care service unless responsible person is present
S.162A	Persons in day-to-day charge and nominated supervisors to have child protection training
S. 169	Offence relating to staffing arrangements
S. 173	Offence to fail to notify certain circumstances to Regulatory Authority
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
150	Responsible Person
168	Policies and Procedures
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider

RELATED POLICIES

Supervision Policy
Code of Conduct Policy

Work Health and Safety Policy
Interactions with Children Policy Confidentiality Policy

Department for Education Policies:

[Prescribed Information Procedure](#)

Australian Children's Education and Care Quality Authority, *Changes to supervisor certificate application requirements*

Department for Education Forms:

[Prescribed Information to Be Displayed](#)