

4.04 Responsible Persons Policy

POLICY STATEMENT

A Responsible Person must be physically in attendance at all times that the service is educating and caring for children.

AIM

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.

STANDARDS AND PROCEDURES

A Responsible Person will be on the premise at all times, and the details of the Responsible Person will be readily available to families & visitors.

If the responsible person needs to change, they will 'hand over' obligations for the role to another duly appointed person at the service. It is vital that the Responsible Person is documented when taking over this position. The process for determining the Responsible Person will be clear to all educators and staff and followed at all times. 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 – A photo of the Responsible Person on duty will be displayed in the foyer.

Management will ensure:

- A Responsible Person is appointed
- The Responsible Person is over the age of 18 years
- They meet 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
- The Responsible Person is on duty during both early and late shifts
- The Responsible Person interchanges with the Nominated Supervisor in their absence.
- Educators are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed person will sign on and take on the role of Responsible Person.
- 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.
- The Nominated Supervisor/appointed person signs their name and *present* time on the Responsible Service Record.

Nominated Supervisor/appointed person will:

- Sign their name & *present* time on the Responsible Service Record
- Provide written consent to accept the role of Responsible Person
- Check that the identity of the Responsible Person in charge of the Service is available to families & visitors
- Inform the Director 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
- 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 as the Nominated Supervisor (i.e.: Director)
- 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 Vulnerable Peoples Check or teacher registration, or if they are subject to disciplinary proceedings

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 150 - Responsible Person
- 168 - Education and care services must have policies and procedures
- 173 - Prescribed information to be displayed
- 177 - Prescribed Records

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Education and Care Services National Regulation](#)
- [National Quality Standard](#)
- [Revised National Quality Standard](#)
- [ACECQA Website](#)

RELATED POLICIES

- 4.05 Educational Leader Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
July 2018	Yes	No	None	July 2019