



Determining Responsible Person

Review Date: 09/05/2018

Introduction

The Education and Care Services National Law determines that a responsible person must be physically present at a centre based service at all times that an Approved service operates.

Goals – What are we going to do?

A responsible person will be on the premises at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.

The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

Details of the person responsible are documented and displayed for all users of the service.

Strategies - How will it be done?

A service must always have a responsible person physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER – Management Committee.
2. The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor (The Director).
3. A CERTIFIED SUPERVISOR is someone qualified to be placed in day-to-day charge of the service.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible Person;
2. Ensure the Responsible Person is appropriately skilled and qualified;

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000

Sources

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Community Childcare Cooperative sample policies – www.ccccnsw.org.au

3. Ensure a responsible person is physically present at the centre. A substitute for the responsible person will be present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a “responsible person record”. This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the service.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

Evaluation

A responsible person is physically present at the centre at all times and this is documented and displayed.

Adopted by the Management Committee

Signed by: Naomi Simpson, President

Date Signed: 09/05/2016

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