

## Determining the Responsible Person

### Policy 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. This policy has been formulated to fulfill the requirements of the role and determination of the responsible person present at the service.

### Our policy in action

As the approved provider we will ensure that:

- A responsible person will be on the premises at all times
- The process for determining the responsible person will be clear to all educators and staff, and followed at all times
- The details of the responsible person are documented and displayed for educators, staff and families attending the program

### Statutory legislation and considerations

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- National Quality Standards

### Strategies for policy implementation

Weldon Children's Services will have a responsible person physically present at all times.

- The nominated supervisor – is a person designated by the approved provider with the responsibility for the day to day management of an approved program. The nominated supervisor has a range of responsibilities under the National Law and Regulations. At Weldon people with nominated supervisor status include: operation managers, oosh program coordinators, centre directors
- A certified supervisor – is an educator who has a supervisor certificate or who meets the requirements of the service supervisor certificate effective July 2014
- Responsible Person - is a person who is physically in the program and has the role of nominated supervisor or certified supervisor. The responsible person has consented to be placed in day to day charge of the program but does not take on the responsibilities of the nominated supervisor rather they ensure the consistency and continuity in practices.

As the approved provider we will:

- Ensure the nominated supervisors and certified supervisors have a clear understanding of the role of the responsible person
- Ensure that the responsible person is appropriately skilled and qualified
- Ensure that a responsible person is physically present at the program

## Quality Area Four: Staffing Arrangements

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Our nominated supervisor or delegated authority will:

- Arrange for the keeping of a “responsible person record’. This record will document the current responsible person
- Ensure the name of the responsible person is displayed in the main entrance of the program
- Develop rosters in accordance with the availability of the responsible persons, program operation and attendance patterns of the children

## Evaluation

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

## Procedures

Weldon procedures that support the implementation of this policy:

- Agreement – role of responsible person
- Communications – display board
- Parent Manual
- Professional Learning and Development Plans
- Recruitment – position descriptions / qualification requirements
- Staff Sign In / Sign Out records
- Record keeping

## Links to other policies

- Recruitment
- Code of Conduct
- Family Participation and Communication
- Confidentiality
- Governance and Management
- Professional Learning and Development
- Record Keeping and Retention

## National Quality Framework

Education and Care Services National Law

Education and Care Services National Regulations: 54, 150, 177,168 (2) (i)

National Quality Standard for Early Childhood Education and Care and School Age Care

Standard 4.1 Elements 4.1.1, 4.1.2 Standard 4.2 Elements 4.2.1, 4.2.2

The Early Years Learning Framework

My Time, Our Place National Framework for School Age Care

## Sources

- Community Child Care NSW NQF in a Box – policies
- ECA Code of Ethics - Early Childhood Australia

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**Policy Details**

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