

# RESPONSIBLE PERSON POLICY

## PURPOSE

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

## SCOPE

This policy applies to the Director, Nominated Supervisor, and educators of the Service.

## DEFINITIONS FOR RESPONSIBLE PERSON

NAME	DEFINITION
Nominated Supervisor	A person with responsibility for the day-to-day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.
Person in day-to-day charge (PIDTDC)	A person who is physically at the service and has the role of Nominated Supervisor or a duly appointed person. The Responsible Person has consented to be placed in day-to-day charge of the service, but does not take on the responsibilities of the Nominated Supervisor; rather, they ensure the consistency and continuity in practices.

## IMPLEMENTATION

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

If the Responsible Person leaves the premises, they will 'hand over' obligations for the role to another duly appointed person at the Centre. It is vital that all hand-overs to a designated Responsible Person are communicated when commencing this position throughout the day. The process for determining the Responsible Person will be clear to all educators and staff, and procedures will be followed at all times. Both the outgoing and incoming Responsible Persons will ensure the displayed name of the current Responsible Person at the Centre correctly reflects who presently holds the position. Our Centre will have one Responsible Person present at all times when caring for and educating children.

A responsible person is:

- An Approved Provider,
- A Nominated Supervisor, *or*
- A duly appointed person, 18 years or older, fit and proper, and having suitable skills.

### Management will ensure:

- A Responsible Person is appointed.
- The Responsible Person is over the age of 18 years.
- The Responsible Person meets the minimum requirements for qualification, experiences and management capabilities.
- The Responsible Person has a clear understanding of the role.
- The Responsible Person is fit and proper.
- The Responsible Person has a minimum of 3 years' experience working as an educator in an Education and Care Service
- A Responsible Person is on duty from the time the Centre opens each day until the time the Centre closes.
- The Responsible Person interchanges with the Nominated Supervisor in their absence.
- Written consent of the Nominated Supervisor role has been accepted.
- Ensure all Responsible Persons at the Centre have signed a consent form stating they agree to be a responsible person when the Nominated Supervisor is not on duty.

### A nominated Supervisor/ appointed Responsible Person will:

- Provide written consent to accept the role of Responsible Person
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors.
- Inform the Director in a timely manner in the event of absence from the Centre due to leave or illness so they can be replaced by another Responsible Person.
- Ensure they have a sound understanding of the role of the Responsible Person.
- Abide by any conditions placed on the Responsible Person.
- Understand that a Responsible Person placed in day-to-day charge of the Centre does not have the same responsibilities under the National Law as the Nominated Supervisor.
- 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 Children Check card or teacher registration), or if they are subject to disciplinary proceedings.

### CONTINUOUS IMPROVEMENT/REFLECTION

Our *Responsible Policy* will be reviewed on a two-year basis or earlier if there are changes to legislation or ACECQA guidance. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

### REVIEW

POLICY REVIEWED BY	Archana Servai	Educator	March 2022
POLICY REVIEWED	MARCH 2022	NEXT REVIEW DATE	FEBRUARY 2024
MODIFICATIONS	<ul style="list-style-type: none"><li>• No changes or Additional information added</li><li>• Sources checked for currency</li><li>• Spell check</li></ul>		

POLICY REVIEWED BY	Judy Rondon	Director	February 2024
POLICY REVIEWED	February 2024	NEXT REVIEW DATE	February 2026
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy review- no major changes</li> <li>• additional information added under Approved Provider section</li> <li>• sources checked for currency and updated as required</li> <li>•</li> </ul>		

POLICY REVIEWED BY	Judy Rondon	Director	
POLICY REVIEWED	February 2026	NEXT REVIEW DATE	FEBRUARY 2028
MODIFICATIONS	<ul style="list-style-type: none"> <li>• CONTINUOUS IMPROVEMENT/REFLECTION, added</li> <li>•</li> </ul>		