



4.8 Determining Responsible Person Policy

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Aims

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.

Cootamundra Preschool will ensure:

1. 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
2. The process for determining the responsible person will be clear to all educators and staff, and followed at all times
3. Details of the person responsible are documented and displayed for all users of the service

Legislative Requirements

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

Education and Care Services National Regulations 2011

Who Is Affected By This Policy?

Children

Staff

Families

Management

Relevant Early Childhood Professional Standards

National Quality Framework: 4.1, 4.2, 7.1, 7.2

Education & Care Services Australian National Regulations: 117, 150, 173, 168

Sources/References

Early Years Learning Framework, Belonging, Being and Becoming, Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments, 2009.

National Quality Framework, Australians Children's Education and Care Quality Authority 2017

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

Education and Care Services National Regulations 2011

Procedures

Cootamundra Preschool will always have a responsible person physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER- If it is an organisation or company then someone with management and control of the service (committee member)
2. The NOMINATED SUPERVISOR- this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor
3. A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have clear understanding of the role of the Responsible person
2. Ensure the responsible person is appropriately skilled and qualified
3. Ensure a responsible person is physically present at the centre. A substitute or the responsible person will be in 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

The Director will ensure that this policy is maintained and implemented at all times.