

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torres Strait Islander People past, present and emerging.



Responsible Person Policy

National Quality Standard (NQS)

Quality Area 4: Staffing Arrangements		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
150	Responsible Person
168	Policies and Procedures
173	Prescribed information to be displayed
177	Prescribed Records

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Aim

That a Responsible Person is on the premises always to ensure the health, safety, wellbeing, learning and development of all children at the service is maintained at all times.

DEFINITIONS

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.
Responsible Person	A person who is physically at the Service and has the role of Nominated Supervisor or 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 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.

Our Centre will have one Responsible Person present at all times when caring for and educating children.

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A responsible person is:

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

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 (Recommended but not compulsory).
- 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.

A 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 Centre is available to families & visitors.
- Inform the Director 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 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 (i.e.: Director)

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- 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 DCSI check or teacher registration, or if they are subject to disciplinary proceedings.

Evaluation

- This policy is viewed as working effectively when a responsible person is on site at all times.

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- Revised National Quality Standards

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	1/4/18	Policy developed	Trish Cook	April 2020
1.1	16/4/20	Policy reviewed	Dian Faranda-Pluke and Lori Hart	May 2023
1.2	3/8/2023	Policy updated added responsible person and nominated supervisor.	Stephanie Bilsborow	3/8/2024
1.3	Sept 2024	No changes	Lori Hay	Sept 2025