



SECTION 4 STAFFING POLICIES

4.10 Determining Responsible Person Policy

Aim: To ensure as per The Education and Care Services National Law that a responsible person is physically present at the centre at all times during operating hours.

Goals: A responsible person will be on the premises at all times, and details of the responsible person at any time will be clearly displayed for educators, staff and families on the Staff Photos board in the foyer. The process for determining the responsible person will be clear to all educators and staff and followed at all times.

Practices:

1. There must be a Responsible Person in charge of the service and physically present at all times.
2. The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations.
3. The Responsible Person, although in charge of the service does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensure that there is consistency and continuity in practice.

The Approved provider will

1. Ensure the Responsible Person has a clear understanding of the role
2. Ensure that the Responsible Person is appropriately skilled and qualified
3. Ensure a Responsible Person is physically present at the Centre at all times during operating hours

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a Responsible Person Record. This record will document the current Responsible people on each day. At The Gums, this is recorded on the Roster.
2. Display the name of the Responsible person on duty on the Staff Photos board in the foyer.
3. Develop rosters in accordance with the availability of Responsible Persons, centre operations and attendance patterns of the children.

Sources: Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011.

Relates to Quality Area 4: Element 4.1. National Law Sections 161-162, National Regulations 46-54.