

Policy Title:	Responsible Person Policy
Effective Date:	July 2019
Review Date:	Every 18 months

POLICY STATEMENT

Our approved provider operates Inner City Care with an appointed Nominated Supervisor – The Centre Director. The Nominated Supervisor does not have to be in attendance at all times the Centre is open, but in their absence a Responsible Person is to be placed in day to day Charge.

A Responsible Person will be present at Inner City Care at all times children are being educated and cared for.

Details of who is the Responsible Person at the time will be on display outside the Centre Office on the window and a register will be kept in the Centre Office.

BACKGROUND AND CONTEXT

This policy has been created using the Sample Policies from Community Early Learning Australia (CELA) as we have not had a policy similar to this in the past.

DEFINITIONS

APPROVED PROVIDER

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper to operate one or more education and care service.

At Inner City Care our Approved Provider is the Parent Management Committee Board for our not-for-profit, community based care and education service.

NOMINATED SUPERVISOR

A person who has been nominated by the Approved Provider of the centre under part 6 of the Act to be the Nominated Supervisor of Inner City Care and who has consented to that nomination. The Nominated Supervisor has day to day responsibility for the centre in accordance with the National Regulations. All services must have a Nominated Supervisor.

RESPONSIBLE PERSON

A person who has been placed in the day to day charge of the centre in accordance with the National Regulations.

POLICY DETAIL/ BUSINESS RULES

CRITERIA TO BE A RESPONSIBLE PERSON

Educators at the centre who are considered appropriate for the role of Responsible Person or Nominated Supervisor must meet the following requirements:

- Have practical knowledge and experience of the day to day responsibilities of being an educator including knowing how to work through unexpected problems or incidents.
- Must be over 18 years of age.
- Must have completed an approved Child Protection Course – In NSW Nominated Supervisors and persons in day to day charge are required to have completed the Child Protection courses approved by the NSW Regulatory Authority.
- Has a current First Aid approved course certificate and Working with Children's Check.

A demonstrated understanding of:

- Educational and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Equal Opportunity Employment Conditions
- Health and Safety responsibilities
- Privacy, confidentiality, Anti-Discrimination policies and procedures and
- Inner City Care policies and procedures.
- The procedure in an emergency evacuation incident.

At Inner City Care only an educator who has a Diploma in Education and Care or a Degree in Early Childhood qualification can be considered to be a Responsible Person.

RECORD KEEPING

- A Responsible Person register will need to be completed which is kept in the Centre Office. When the Nominated Supervisor is not at the Centre, the Responsible Person will sign consent in the register they are the Responsible Person for that period of time.
- They also must display that they are the Responsible Person on the sign outside the Office window so families are aware.

OTHER RELEVANT DOCUMENTATION

National Quality Standard – Quality Area 4 – Staffing Arrangements
 National Quality Standard – Quality Area 7 – Governance and Leadership
 Education and Care Services National Law and Regulations - ACECQA
 CELA Sample Policies