

Responsible Person Present Policy

Published	June 2021
Review Date	December 2022
Sources	<p>Education and Care Services National Regulations, October 2020</p> <p>Education and care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, January 2020</p> <p>Responsible Person Requirements for Approved Providers, National Quality Framework Information Sheet, ACEQA, 2017</p>

Aim:

To ensure that a Responsible Person is designated to provide support and assistance to Educators while they are providing care and education to children.

Explanation:

A Responsible Person can be:

The Approved Provider – this is a person from Country Children’s Early Learning (Country Kids Club operates under the Country Children’s Early Learning umbrella) who is in management or control of the service

- **Nominated Supervisor** – this is a person who has been designated by the service as the Nominated Supervisor
- **Another Staff Member** - who has been deemed suitable to be placed in day-to-day charge of the service

Responsibilities:

In relation to the Approved Provider:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to having a Responsible Person present
- Ensure assistance to Educators in the form of a Responsible Person is available at all times the Out of School Hours Care Program is providing care and education to children
- Designate a Nominated Supervisor, this appointment will be made in writing and written consent from that person will be sought
- Documentation determining that a Nominated Supervisor is suited to the role will be kept on the staff member’s file
- Designate other suitable staff members to be the Responsible Person in the absence of the Nominated Supervisor, ensuring the appointed person gives consent in writing
- Ensure Nominated Supervisors and designated Responsible People are appropriately skilled, qualified and have a clear understanding of the role of the Responsible Person, which includes:
 - Having adequate knowledge and understanding of the provision of education and care to children
 - Having the ability to effectively supervise and manage an education and care service
- Ensure a designated Responsible Person has completed the “The Role of the Responsible Person” training course

- The Working Directly with Children Record will be used to record who the Responsible Person is during the operating hours of the service
- Ensure the name and position of the Responsible Person in charge of the service at any given time is displayed so that it is easily visible at the Out of School Hours Care Venue
- Ensure all Educators and staff are aware of who the Responsible Person is at all times, and how they can get in contact with that person as required

In relation to the Responsible Person:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to having a Responsible Person present
- Consent to being a Responsible Person at the service by completing the required form
- Complete “The Role of the Responsible Person” training course
- Ensure that for each care session they record in the Working Directly with Children Record that they are the Responsible Person on duty
- Ensure that for each care session they have updated the “Educators on Duty” Chart to show who the Responsible Person is for that session

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Co-ordination Staff accessing current relevant information
- Approved Provider, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
July 2016	Scheduled Policy Review – No changes made
October 2017	Record of determination of suitability of a Nominated Supervisor on staff file added Supervisor Certificate Rescinded
December 2019	Scheduled Policy Review – updates made to ensure meeting regulations, removed reference to Certified Supervisors and Supervisors Certificates
June 2021	Scheduled Policy Review – Updated sources, added ACEQA Information Sheet to the sources, added information about how to record and display who the RPP is, and added completion of the training course