

Determining a Responsible Person Policy

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Sources	Education and Care Services National Regulations, October 2020 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2018 Guide to the National Quality Standard, February 2018

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 who is in management or control of the service
- **Nominated Supervisor** – this is a person designated by the service as the Nominated Supervisor/Responsible Person in day-to-day charge of the service

Responsibilities:

In relation to the Scheme:

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to having a Responsible Person present
- Ensure assistance to Family Day Care Educators in the form of a Responsible Person is available at all times the Family Care Service is providing care and education to children
- Assistance can be provided by the Approved Provider and/or a Nominated Supervisor.
- The name and position of the Responsible Person in charge of the service at any given time must be displayed so that it is easily visible at the principle office of a Family Day Care service
- Designate a minimum of at least one Nominated Supervisor, this appointment will be made in writing and written consent from that person will be sought if someone other than the Approved Provider is to be the Nominated Supervisor.
- More than one Nominated Supervisor can be appointed at the same time for the service
- A register will be used to record who the Responsible Person has been during the operating hours of the service
- Ensure Nominated Supervisors have a clear understanding of the role of the Responsible Person
- Ensure the Responsible Person is appropriately skilled and qualified as per the requirements set out within the Government guidance materials.
- 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

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training

- Internal evaluation of incidences and the improvement of systems