

Policy Statement

Activity Centres Incorporated is committed to ensure that we meet the terms of our licence by having a Responsible Person present whilst the Service is in operation and there are children being cared for.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011 (Current version for 1 February 2018)
- ✓ Education and Care Services National Quality Standard 2011 (Current version 2018)
- ✓ My Time Our Place

Procedures

Definition: A Responsible Person is an individual who the Approved Provider or Nominated Supervisor sees fit to be left in charge of the day to day operations of the Service.

Determining a Responsible Person

- The Responsible Person can be:
 - any member of the Management Committee who is on the Provider Approval.
 - A Nominated Supervisor,
 - any member of Staff who has been appointed by the Nominated Supervisor, and has accepted the position in writing, in the absence of a Nominated Supervisor.
- The Responsible Person must have successfully completed recognised child protection training.
- As outlined in Regulation 117B Minimum requirements for a person in day-to-day charge:
 - An approved provider or a nominated supervisor of an education and care service must not place a person in day-to-day charge unless—
 - (a) the person has attained the age of 18 years; and
 - (b) the approved provider or nominated supervisor (as the case requires)—
 - (i) has had regard to the matters set out in subregulation (2)(in regards to the person's history of compliance);and
 - (ii) has taken reasonable steps to ensure that the person has adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service.
- A Nominated Supervisor will be the Responsible Person in charge of the Service when on duty and available to support Staff.
- A Nominated Supervisor will designate the Responsible Person who will be in charge of the Service and available to support Educators in their absence.
- A Nominated Supervisor will ensure that the Responsible Persons have a clear understanding of what their role is.
- A Nominated Supervisor, or delegated authority, will develop rosters to ensure that there is a Responsible Person physically present at the Service at all times.
- A Responsible Person will be on the premises and contactable at all times whilst the children are present and during operating opening hours.
- The Responsible Person in charge will sign the Service diary (as per Regulation 150 and Regulation 177) to document the times they were the designated Responsible Person.
- The name and position of the Responsible Person in charge of the Service at that time will be displayed near the sign in area, for the Staff, families and any visitors to easily identify who the Responsible Person is at any given time.
- The Responsible Person needs to ensure that the organisations Policies and Procedures have been implemented and that the health and safety of all persons is being maintained.
- Only one Staff member can be appointed to the position of Responsible Person at any one time.

Responsible Person Policy

Checklist for Staff

- A Nominated Supervisor will ensure that the appointed Responsible Persons have accepted the position in writing and is aware of their roles and responsibilities.
- Ensure that the Responsible Person's name and position is on display.
- Ensure the Responsible Person has signed the Service diary.
- Ensure that Activity Centres Incorporated Policies and Procedures are being implemented at all times.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 30th April 2018

Responsible Person Policy is to be reviewed by the 30th April 2019