

Policy Statement

Activity Centres Incorporated will ensure a Responsible Person will be present while children are being educated and cared for.

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 operation of the Service.

Determining a Responsible Person

- ✓ Responsible Person can be:
 - any member of the Management Committee who is on the Provider Approval
 - 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
- ✓ Responsible Person must have successfully completed accredited 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—
 - person has attained the age of 18 years; and
 - approved provider or nominated supervisor (as the case requires)—
 - has had regard to the matters set out in subregulation (2)(in regards to the person’s history of compliance);and
 - 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.
- ✓ Nominated Supervisor will be the Responsible Person in charge when on duty.
- ✓ Nominated Supervisor will designate the Responsible Person who will be in charge in their absence.
- ✓ Nominated Supervisor will ensure that the Responsible Person has a clear understanding of their role.
- ✓ Nominated Supervisor, or delegated authority, will develop rosters to ensure there is a Responsible Person present at all times.
- ✓ Responsible Person will be on the premises and contactable at all times whilst the children are present and during operating hours.
- ✓ Responsible Person will sign the Diary to document the times they were the designated Responsible Person.
- ✓ The name and position of the Responsible Person will be displayed near the sign in area.
- ✓ Responsible Person needs to ensure that the organisations Policies and Procedures are implemented and that the health and safety of all persons is being maintained.
- ✓ Only one Educator can be appointed to the position of Responsible Person per shift.

Considerations

Education and Care Services National Law

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| 162 | Offence to operate education and care service unless responsible person is present |
| 162a | Persons in day to day charge and nominated supervisors to have child protection training |
| 301 | National Regulations |

Education and Care Services National Regulations

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| Reg 84 | Awareness of child protection law |
| Reg 86 | Notification to parents of incident, injury, trauma and illness |
| Reg 99 | Emergency and evacuation procedures |
| Reg 117a | Placing a person in day to day charge |
| Reg 146 | Nominated Supervisor |
| Reg 150 | Responsible Person |
| Reg 170 | Policies and procedures to be followed |
| Reg 173 | Prescribed information to be displayed |

Responsible Person Policy

Education and Care Services National Quality Standards

| Quality Area | Standard | Element |
|-----------------------------------|----------------|-----------------------------------------|
| QA 2 Children's health and safety | 2.2 Safety | 2.2.1 Supervision |
| | 2.2 Safety | 2.2.2 Incident and emergency management |
| | 2.2 Safety | 2.2.3 Child protection |
| QA 7 Governance and Leadership | 7.1 Governance | 7.1.2 Management systems |

Activity Centres Inc. Policies and Procedures

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| Child Protection | Medication Administration |
| Child Safe Environment | Reporting to the Regulatory Authority |
| Enrolment | Responsible Person |
| Excursion | Security |
| Hazardous Materials | Staff Child Ratio |
| First Aid Policy - Management of Incident, Injury, Illness and Trauma | Staff Training |
| Medical Conditions | Supervision |

My Time, Our Place

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| <u>Learning Outcome 1</u> Children have a strong sense of identity | <ul style="list-style-type: none"> Children feel safe, secure and supported |
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Legislation

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| Advocate for Children and Young People Act 2014 | |
| Children and Young Persons (Care and Protection Act 1998 | |

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

Endorsed by the Management Committee 22 June 2021
Responsible Person Policy is to be reviewed by August 2026