

Policy Statement

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

Procedures

Definition: Approved providers must ensure that a responsible person is present at a centre-based service at all times that the service is educating and caring for children

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

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

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

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

My Time, Our Place

<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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Early Years Learning Framework

<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

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

_____ end of policy _____

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

Endorsed by the Management Committee 25 November 2022
 Responsible Person Policy is to be reviewed by 25 November 2027