

Determining the Responsible Person:

POLICY STATEMENT:

Grays Point Activity Centre has a duty of care obligation under the National Law and Regulations to ensure that a Responsible Person is on the premises at all times to ensure the health, safety and well-being, learning and development of all children at the Service. This is to ensure that all legislative requirements are met.

PROCEDURES:

Selecting a Responsible Person

- Service supervisor certificates will not be issued to a particular person. From 1 June 2014, regulatory authorities granted a *Service Supervisor Certificate* for each approved education and care service.
- Instead they may apply to any person working at the service who has been identified by the approved provider within the service as: responsible for the day-to-day management of the service or exercising supervisory and leadership responsibilities for part of the service.
- This person can be an approved provider, a nominated supervisor or an Educator who is in charge of the daily running of the Centre.

The Approved Provider will ensure:

- **The Responsible Person must have completed accredited Child Protection training.**
- The Responsible Person must accept the position in writing.
- The name of the Responsible Person must be displayed clearly at the Centre near the entrance to the Centre.
- The staff record has the name of the Responsible Person at the Service for each time that children are being educated and cared for by the Service.
- A record which includes the name of the Responsible Person at the Service for each time that children are being educated and cared for by the Service.
- Understand that a Certified Supervisor placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor (i.e. Coordinator)
- Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings
- **The Responsible Person must be a Fit and Proper Person.**
- The Responsible Person has a minimum of 3 years working as an Educator in an Education and Care Service (Recommended but not compulsory)

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service Policies/documentation	Other
R 150 R 168 R 173 R 177	QA 4.1 QA 4.1.1 QA 7.1.5 QA 7.3.1 QA 7.3.5	<ul style="list-style-type: none"> • Staff Handbook • Providing a Child Safe Environment Policy • Interactions with Children Policy • Governance and Management Policy • Confidentiality Policy • OSHC Code of Professional Standards. 	<ul style="list-style-type: none"> • Australian Children’s Education & Care Quality Authority (2014) • Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015

ENDORSEMENT BY THE SERVICE:

Approval date: _____

Date for review: _____

Revised April 2018 KK and August 2018 KG