

# Responsible Person Policy and Procedure

## Introduction

The Education and Care Services National Law determines that a Responsible Person must be physically present at a centre-based service at all times that an approved service operates.

This policy provides information specific to our Child Safe policies and practices and exists to ensure that there is always a person at the service that has been assessed by DEC as being a fit and proper person to be in charge of an education and care service.

## Policy

Learning Links approved children's service programs will have a Responsible Person physically present on the premises at all times during service operation.

- Details of the responsible person at any time will be documented and clearly displayed for all staff and families.
- The process for determining the responsible person will be clear to all staff, and followed at all times.

## Definitions

A responsible person is either:

1. The Approved Provider.
2. The Nominated Supervisor – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
3. A Certified Supervisor who has been placed in day-to-day charge of the service.

## Eligibility

This policy is applicable to all Learning Links approved children's services.

## Responsible

Responsibilities for the policy are:

| Person               | Responsible for   |
|----------------------|---|
| Approved Provider    | <ol style="list-style-type: none"> <li>1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible Person.</li> <li>2. Ensure the Responsible Person is appropriately skilled and qualified.</li> <li>3. Ensure a Responsible Person is physically present at the centre.</li> </ol>  |
| Nominated Supervisor | <ol style="list-style-type: none"> <li>1. Arrange for keeping a Responsible Person Record. This record will document the current Responsible Person.</li> <li>2. Will ensure the name of the Responsible Person will be displayed in the main entrance at the service.</li> <li>3. Develop rosters in accordance with the availability of Responsible Persons, centre operation and attendance patterns of children.</li> </ol> |
| Responsible Persons  | <ul style="list-style-type: none"> <li>• When designated to be in the Responsible Person role assume all duties relevant to this role.</li> <li>• Sign in and out of the Responsible Person record.</li> </ul>  |

**Related documents**

Responsible Person Record Form

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 173, 168(2)(i)
- Link to National Quality Standard: 4.2

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**Document control**

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