

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

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

Document control

This table outlines the control details for this document.

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