

Responsible Person Policy and Procedure

Preschool



Introduction	<p>Our Education and Care Service will ensure a Responsible Person or Nominated Supervisor is physically present at the service at all times children are being educated and cared for. Details of the Responsible Person on duty will be communicated and displayed for all users of the service.</p>
Eligibility	<p>This Policy applies to all Preschool staff employed by Learning Links. The term staff also applies to students, and volunteers</p>
Policy	<p>Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person can be: The Approved Provider, the Nominated Supervisor or a Person in Day to Day Charge (PIDTDC). Details of the Responsible Person must be clearly displayed at the entrance of the Preschool at all times and documented in the Responsible Person Register.</p>
Definitions	<p><u>Approved Provider</u> An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.</p> <p><u>Nominated Supervisor</u> A person who has been nominated by the Approved Provider of the service under Part 6 of the Law to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have at least one Nominated Supervisor.</p> <p><u>Person in Day to Day Charge (PIDTC)</u> A PIDTDC is a responsible person under section 162 of the Law and is the point of contact for parents and staff. A service does not need to have a PIDTDC if a nominated supervisor or approved provider is the responsible person at the service.</p>
Strategies	<p><u>Criteria to be Determined a Nominated Supervisor</u></p> <p>Individuals at the service who are considered appropriate for the role of Nominated Supervisor must meet the following requirements:</p> <ul style="list-style-type: none"> • Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems. • Must be over 18 years of age. • Must have completed the child protection training required in their state or territory. • Must possess a demonstrated understanding of: <ul style="list-style-type: none"> ○ Education and Care Services National Law Act 2010, and the Education and Care Service Services National Regulations 2011 ○ Health and Safety, including Child Protection responsibilities ○ Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures; and ○ The education and care service's policies and procedures. • Consideration will be also given regarding whether the individual has been subject to compliance action or disciplinary proceedings under a children's services law, education law, or a previous education and care services law, in any state or territory.

	<p><u>Placing a Person in Day to Day Charge</u></p> <p>The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a person’s qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge.</p> <p>A person may be placed in day to day charge of the service, when:</p> <ul style="list-style-type: none"> • The Approved Provider or Nominated Supervisor identifies that they meet the criteria required under r117B and 117C and • They give their written consent to be placed in day to day charge of the service.
<p>Roles and Responsibilities</p>	<p><u>Approved Provider</u></p> <ul style="list-style-type: none"> • Ensuring there is a Responsible Person on the premises at all times the service is delivering education and care programs for children. • Ensuring that the name of each Nominated Supervisor or Responsible Person is displayed prominently and is visible at the service (National Law: Section 172/3) • Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor (Section 56, Regulation 35). • Ensuring that, in the absence from the service premises of a Nominated Supervisor, a person is placed in day-to-day charge of the service as the Responsible Person. • Ensuring that the Nominated Supervisor and educators have a sound understanding of a person placed in day-to-day charge of the service. • Maintain records with information relating to each Nominated Supervisor (r146). < Maintain records relating to the Responsible Person (r150) including the name of the Responsible Person for each time that children are being educated and cared for by the service. <p><u>Nominated Supervisor</u></p> <ul style="list-style-type: none"> • Providing written consent to accept the role of Nominated Supervisor. • Ensuring that, in their absence from the service premises, a Responsible Person is placed in day-to-day charge of the service. • Ensuring they have a sound understanding of the role of being placed in day to day charge of the service. • Ensuring that the name and position of the Person in Day to Day Charge of the service is displayed and easily visible from the main entrance of the service. • Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children. • Notifying the Approved Provider and 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. <p><u>Person in Day to Day Charge (PIDTC)</u></p> <ul style="list-style-type: none"> • Providing written consent to accept the role of Responsible Person. • Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Understanding that a Person in Day to Day Charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor. <p><u>Families</u></p> <ul style="list-style-type: none"> • Reading and understanding this policy. • Being aware of the Responsible Person at the service on a daily basis.
<p>Related Legislation,</p>	<p><u>Legislation</u></p> <ul style="list-style-type: none"> • Education and Care Services National Law Act 2010: Part 6, 56, 161, 161A, 162, 162A, 172, 291(5)

<p>Standards, Documents</p>	<ul style="list-style-type: none"> • Education and Care Services National Regulations: Regulations 35, 117 (A) (B) (C), 146, 150, 168(2)(i)(ii), 173, 176(2)(c) <p><u>National Quality Standards</u></p> <ul style="list-style-type: none"> • National Quality Standard, Quality Area 4: Staffing Arrangements – Standard 4.1 • National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1
<p>Review</p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool Policy updated on: 17 August 2023 Policy updated by: Director, Preschool Version number: 2.0 This version approved by: GM, Service Quality, Risk and Compliance This document can be viewed on: Learning Links Intranet, Learning Links Preschool Website</p> <p>Policy due for review: 17 August 2025</p>