

RESPONSIBLE PERSON PROCEDURE

Our Service is committed to meeting our duty of care obligations under the Education and Care Services National Law and National Regulations to ensure a Responsible Person is physically on the premises at all times children are being educated and cared for. A Responsible Person is the Approved Provider of a person with management or control, a Nominated Supervisor or a Person in day-to-day charge of the Service (PIDTDC).

Working in conjunction with the *Responsible Person Policy*, this procedure provides clear guidelines for the appointment of a Responsible Person in Charge to ensure compliance and maintain the safety and wellbeing of children and their families at the Service.

Education and Care Services National Law or Regulations (s162, s169 R.117A, 117B, 117C, 150 168, 173 and 177) NQS QA 4 and 7: Element 4.1.1, 4.1.2, 4.2.1, 4.2.2 and 7.1.3 Health and Governance practices and procedures
Related Policy: Responsible Person Policy

RESPONSIBLE PERSON PROCEDURE		
1	<p>The Approved Provider will consider if the person being nominated as a Responsible Person has evidence of the following requirements:</p> <ul style="list-style-type: none"> adequate knowledge, understanding and ability to provide quality education and care to children according to the approved Learning Framework knowledge of Education and Care National Law and Regulations and National Quality Standard adequate successful experience working within the current service or evidence of experience through personal references from previous employers demonstrated leadership qualities current Working with Children Check approval (or state equivalent) current ACECQA approved Child Protection training suitability as a fit and proper person to effectively supervise and manage an education and care service a satisfactory history of compliance with National Law, a former education and care services law or a children's law or an education law; no history of refusal to renew, suspend or cancel a licence, approval, registration or other authorisation granted to the person (not mandatory) 	
2	The Approved Provider will ensure a Responsible Person is physically on the premises at all times children are being educated and cared for	
3	The Approved Provider will appoint a Nominated Supervisor who consents to the roles and responsibilities to manage the day-to-day operations of the service to meet the Responsible Person requirements.	

4	Management will discuss the role of being a Responsible Person with potential staff members	
5	The Nominated Supervisor will appoint a person to be a Person in day-to-day charge (PIDTDC) to meet the Responsible Person requirements	
6	The Person in day-to-day charge is to be aware they do not take on the role and duties of the Nominated Supervisor, however, they should be aware of the basic operations of the Service	
7	The Director/ Nominated Supervisor will ensure the nominated PIDTDC accepts and confirms the position in writing	
8	Management will file all documentation securely at the Service	
9	Management will conduct an orientation with the Responsible Person clarifying their role and responsibilities.	
10	See: <i>Responsible Person Offer and Acceptance</i>	

RESPONSIBLE PERSON NOTIFICATIONS

1	Management will notify the regulatory authority of a new Nominated Supervisor at least 7 days prior to the commencement (or as soon as practicable, but no more than 14 days after commencement)	
2	The Responsible Person on Duty poster clearly identifies the person who is the Responsible Person on duty. This must be displayed near the entrance to the Service for easy viewing by families and visitors.	
3	See <i>Responsible Person on Duty (poster)</i>	

RESPONSIBLE PERSON REGISTER

1	The Director/Nominated Supervisor will advise educators and staff the educators who have been appointed as a Responsible Person	
2	Responsible Person appointments will be recorded on the Staff Roster, so all educators/staff are aware of who is appointed as Responsible Person at all times the service is open	
3	A record of the Responsible Person will be documented each day via the Responsible Person Register	
4	The Responsible Person will complete sign in and out on the Responsible Person Register and complete a hand-over with the Director/Nominated Supervisor or the next Responsible Person on shift	
5	See <i>Responsible Person Register (Option 1)</i> <i>Responsible Person Register (Option 2)</i>	

