

A-21 Determining the Responsible Person

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements.
QA. 4.1.2	Continuity of staff.
QA. 4.2.2	Professional standards.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.
QA. 7.2	Leadership.
QA. 7.2.2	Educational leadership.

National Regulations

Reg. 146	Nominated supervisor
Reg. 150	Responsible person
Reg. 168	Education and care service must have policies and procedures
Reg. 173	Prescribed information to be displayed
Reg. 183	Storage of records and other documents

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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Policy Statement

The Approved Provider will ensure that the Centre determines a responsible person to be in day-to-day charge of the service and contactable at all times where the service is in operation.

Related Policies

- Concord OSHC Policy A-11: Maintenance of Records
- Concord OSHC Policy A-19: Nominated Supervisor
- Concord OSHC Policy D-9: Emergency Procedures

- Concord OSHC Policy D-30: Supervision

Procedure

The Centre must always have a Responsible Person physically present at all times whilst the service is in operation.

A responsible person can be:

1. The APPROVED PROVIDER – a member of the Management Committee
2. A NOMINATED SUPERVISOR – a person designated by the service as the Nominated Supervisor (generally the Centre Director)
3. A CERTIFIED SUPERVISOR - this is someone qualified to be placed in day-to-day charge of the service
4. A PERSON IN DAY-TO- DAY CHARGE OF THE SERVICE - A person who meets minimum requirements, and is nominated in writing to be listed as the Responsible Person.

The Nominated Supervisor will be regarded as the Responsible Person each day . In the event that the Nominated Supervisor is absent, another person will be nominated as the Reponsible Person, who is in charge of the day-to-day running of the service. The person in day-to-day charge does not have the same roles and responsibilities as the Nominated Supervisor.

There is no maximum number of Persons in day-to-day charge allowed at the service. The person listed as Responsible Person for a service during a session of care must display their details with the Nominated supervisor details.

The Approved Provider must:

- ensure Nominated Supervisors and Persons in Day-to-Day Charge have a clear understanding of their roles and responsibilities as the Responsible Person on duty
- ensure the Responsible Person has adequate knowledge and understanding of the provision of Education and Care to Children
- Ensure the Responsible Person has an ability to effectively supervise and manage an Education and Care Service
- ensure the Responsible Person is appropriately skilled and qualified
- ensure the Responsible Person is contactable at all times
- Consider their decision with regards to:
 - A person's history of compliance with the National Law and other relevant laws
 - Any decision under the law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisations granted to the person

under the National Law and other relevant Laws.

The Nominated Supervisor or delegated authority will:

- arrange for the keeping of a “Responsible Person Record” which documents the current responsible person on each shift
- ensure the name of the responsible person on duty is displayed at the entrance of the Centre
- develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- National Quality Framework – Nominated Supervisor Information Sheet
- My Time, Our Place Framework for School Age Care in Australia
- Network of Community Activities NQF Files – ‘Nominated Supervisor’
- ACECQA – Responsible Person Requirements for Approved Providers

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