

A Responsible Person must be physically in attendance at all times that the centre is educating and caring for children.

Approved providers are responsible for appointing a Responsible Person who is aged 18 years or older, has adequate knowledge and understanding of the provision of education and care to children, and has an ability to effectively supervise and manage an education and care service (ACECQA, 2017)

Our centre is committed to meeting our duty of care obligations under the National Law & Regulations to ensure a Responsible Person is on the premises at all times to ensure the health, safety, wellbeing, learning and development of all children at the centre is maintained at all times.

## Definitions

Name	Definition
<b>Nominated Supervisor</b>	A person with responsibility for the day to day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.
<b>Responsible Person</b>	A person who is physically at the service and has the role of Nominated Supervisor or duly appointed person. The Responsible Person has consented to be placed in day to day charge of the service but does not take on the responsibilities of the Nominated Supervisor rather they ensure the consistency and continuity in practices.

A Responsible Person will be on the premise at all times, and the details of the Responsible Person will be readily available to families & visitors.

If the responsible person needs to change, they will 'hand over' obligations for the role to another duly appointed person at the Centre. It is vital that the Responsible Person is documented when taking over this position. The process for determining the Responsible Person will be clear to all educators and staff, and followed at all times. Both the old and new Responsible Person will converse directly and ensure the name of the Responsible Person presented at the Centre appropriately reflects who presently holds the position.

Our centre will have at least one Responsible Person present at all times when caring for and educating children.

A responsible person is:

- An approved provider
- A nominated supervisor
- A duly appointed person, 18 years or older, fit and proper, and have suitable skills

*Management will ensure:*

- A Responsible Person is appointed
- The Responsible Person is over the age of 18 years
- They meet the minimum requirements for qualification, experiences and management capabilities
- The Responsible Person has a clear understanding of the role
- The Responsible Person is a fit and proper person
- The Responsible Person has a minimum of 3 years' experience working as an educator in an Education and Care service.
- The Responsible Person is on duty from the time the Centre opens each days until the time the centre closes



- The Responsible Person interchanges with the Nominated Supervisor in their absence.
- Responsible Persons are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed person will sign on and take on the role.
- Written consent of the Nominated Supervisor role has been accepted
- In the absence of the Nominated Supervisor, a Certified Supervisor is placed in charge of the centre.
- The staff record has the name of the responsible person at the centre for each time that children are being educated and cared for by the centre.
- The Nominated Supervisor/Certified Supervisor signs their name and present time on the Responsible Centre Record.

*A Nominated Supervisor/Certified Supervisor will:*

- Sign their name & present time on the Responsible Person Sign In/Out Record
- Provide written consent to accept the role of Certified Supervisor
- Check that the identity of the Responsible Person in charge of the Centre is available to families & visitors
- Inform the Director in the event of absence from the centre due to leave or illness so they can be replaced by another Responsible Person
- Ensure they have a sound understanding of the role of Responsible Person
- Abide by any conditions placed on the Supervisor Certificate
- Understand that a Certified Supervisor placed in day-to-day charge of the Centre does not have the same responsibilities under the National Law as the Nominated Supervisor (i.e.: Director)
- Notify 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

**Source:** Australian Children’s Education & Care Quality Authority, 2014. ACEQA. (2017). Responsible Person Requirements for Approved Providers: <https://www.acecqa.gov.au/sites/default/files/201809/ResponsiblePersonRequirements.pdf>  
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, 2015. Revised National Quality Standard

**Date Implemented:** 14/12/2018

**Review Completed:** 14/12/2018

**Schedule for Review:** 14/12/2019

National Quality Standard – NQS		
Quality Area 4: Staffing arrangements		
4.1	<b>Staffing Arrangement s</b>	Staffing arrangements enhance children's learning and development
4.1.1	<b>Organisation of educators</b>	The organisation of educators across the service supports children's learning and development
4.1.2	<b>Continuity of staff</b>	Every effort is made for children to experience continuity of educators at the service
4.2	<b>Professionalism</b>	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	<b>Professional collaboration</b>	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills
4.2.2	<b>Professional standards</b>	Professional standards guide practice, interactions and relationships.
Education and Care Service National Regulations		
150	Responsible Person	
168	Policies and Procedures	
173	Prescribed information to be displayed	
177	Prescribed Records	

