

## **DETERMINING RESPONSIBLE PERSON POLICY**

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.

### **Guidelines**

- At our centre a Responsible Person will be on the premises at all times, and their details will be clearly displayed for educators and families in the foyer of the centre.
- The process of determining the Responsible Person is explained to all educators and followed at all times.
- Details of the Responsible Person are documented and displayed for all users of the service.
- A Responsible Person can be:
  - o The APPROVED PROVIDER – Reynella Community Children’s Centre Inc.
  - o The NOMINATED SUPERVISOR – this is the person designated by the service as the Nominated Supervisor e.g. the Director
  - o A CERTIFIED SUPERVISOR – is an Educator with a minimum qualification of Diploma or equivalent who has been placed in day-to-day charge of the centre.

### **Strategy**

Reynella Community Children’s Centre Inc. will:

- Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible Person.
- Ensure the Responsible Person is appropriately skilled and qualified.
- Ensure a Responsible Person is physically present at the centre.

The Nominated Supervisor (Director) or delegated authority will:

- Arrange for the keeping of a “Responsible Person Record.” This is documented daily on the weekly roster.
- Ensure the name of the Responsible Person is displayed in the foyer.
- Develop rosters in accordance with the availability of Responsible Persons, centre operation and attendance patterns of children.
- Ensure a Responsible Person is physically present at the centre at all times and this is documented and displayed.

References: Education & Care Services National Regulations 2011  
Education & Care Services National Law Act 2010  
Children’s Education & Care Services National Law Application Act 2010

Reviewed: September 2016

Next review due: September 2018