

Responsible Person Policy

A Responsible Person must always be physically in attendance during opening hours at Raleigh St.

The Director and CoM are responsible for appointing a Responsible Person/s who are aged 18 years or older, have adequate knowledge and understanding of the provision of education and care to children, and have an ability to effectively supervise and manage an Education and Care Service (ACECQA, 2017).

National Quality Standard (NQS)-

Quality Area 4: Staffing Arrangements		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators, and staff are collaborative, respectful, and ethical.
4.2.1	Professional collaboration	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	Professional standards	Professional standards guide practice, interactions, and relationships.

Education and Care Services National Regulations/Law-

EDUCATION AND CARE NATIONAL REGULATIONS	
150	Responsible Person
168	Policies and Procedures
173	Prescribed information to be displayed
177	Prescribed Records

Purpose-

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

Scope-

This policy applies to the Director, the CoM, staff, and educators of Raleigh St.

Implementation-

A Responsible Person will always be on the premises, and the details of the Responsible Person will be readily available to families and visitors.

The process for determining the Responsible Person will be clear to all educators and staff, and procedures will always be followed.

Raleigh St will always have one Responsible Person present when caring for and educating children.

A responsible person can be:

- An Approved Provider,
- A Nominated Supervisor, or
- A duly appointed person, 18 years or older, fit, and proper with suitable skills

The Director and CoM will ensure:

- A Responsible Person/s is appointed
- The Responsible Person/s is over the age of 18 years
- The Responsible Person/s meets the minimum requirements for qualification, experiences, and management capabilities
- The Responsible Person/s has a clear understanding of the role
- The Responsible Person/s is a fit and proper person
- The Responsible Person/s has a minimum of 3 years' experience working as an Educator in an Education and Care Service
- A Responsible Person is on duty from the time Raleigh St opens each day until the time we close
- Responsible Person/s are aware that they must sign off when they have finished their duty and will ensure the other appointed Responsible Person will sign on and take on the role
- Written consent of the Responsible Person role has been accepted
- Responsible Person/s signs their name and hours of responsibility on the Responsible Service Record

The appointed Responsible Person/s will:

- Provide written consent to accept the role of Responsible Person
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors.
- Inform the Director in a timely manner in the event of absence from Raleigh St due to leave or illness so they can be replaced by another Responsible Person
- Ensure they have a sound understanding of the role of the Responsible Person
- Abide by any conditions placed on the Responsible Person
- Understand that a Responsible Person placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the 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

Sources-

- Australian Children's Education & Care Quality Authority, 2014.
- ACEQA. (2017). Responsible Person Requirements for Approved Providers:
<https://www.acecqa.gov.au/sites/default/files/2018-09/ResponsiblePersonRequirements.pdf>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, 2015.
- Revised National Quality Standards.

Review-

Date reviewed-	Modifications-	CoM endorsement date-	Next review date-
July 2019	Policy created for RSCCC based on CC Desktop template- KC	September 2019	September 2021

