



Determining the Responsible Person

Approval: September 2020

Review: September 2022

POLICY STATEMENT:

Bondi Before & After School Care, has a duty of care obligation under the National Law and Regulations to ensure that a Responsible Person is on the premises at all times to ensure the health, safety and well-being, learning and development of all children at the service. This is to ensure that all legislative requirements are met.

PROCEDURES:

Selecting a Responsible Person

- Service supervisor certificates will not be issued to a particular person. From 1 June 2014, regulatory authorities granted a *service supervisor certificate* for each approved education and care service.
- Instead they may apply to any person working at the service who has been identified by the approved provider within the service as: responsible for the day-to-day management of the service or exercising supervisory and leadership responsibilities for part of the service.
- This person can be an approved provider, a nominated supervisor or an Educator who is in charge of the daily running of the Centre.

The Approved Provider will ensure:

- **The Responsible person must have completed accredited Child Protection training.**
- The Responsible person must accept the position in writing.
- The name of the Responsible Person must be displayed clearly at the Centre near the entrance to the Centre.
- The staff record has the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- A record which includes the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- Understand that a Certified Supervisor placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor (i.e. Coordinator)
- 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
- **The Responsible Person must be a Fit and Proper Person.**
- The Responsible Person has a minimum of 3 years working as an Educator in an Education and Care service (Recommended but not compulsory)

CONSIDERATIONS

Education & Care Services National Regulations	150, 168, 173, 177
National Quality Standard	QA 4.1, 4.1.1 QA 7.1.5, 7.3.1, 7.3.5
Service Policies & Documentation	<ul style="list-style-type: none">• Staff Handbook• Providing a Child Safe Environment Policy.• Interactions with Children Policy.• Governance and Management Policy• Confidentiality Policy.• OSHC Code of Professional Standards.
Other	<ul style="list-style-type: none">• Australian Children's Education & Care Quality Authority (2014)• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015