



NARNIA CHRISTIAN PRE-SCHOOL AND EARLY CHILDHOOD CENTRE

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)



Foundation Office
For the Whole of Their Life

DETERMINING RESPONSIBLE PERSON POLICY

Introduction:

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.

Aim:

- A responsible person will be on the premises at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.
- The process for determining the responsible person will be clear to all educators and staff, and followed at all times.
- Details of the person responsible are documented and displayed for all users of the service.

Implementation:

A service must always have a responsible person physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
2. The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
3. A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;
2. Ensure the responsible person is appropriately skilled and qualified;
3. Ensure a responsible person is physically present at the centre. A substitute for the responsible person will be in present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a "**responsible person record**". This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the service (on chalk board). The responsible person who is leaving will write the name of the next responsible person on the black board.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

Evaluation

A responsible person is physically present at the centre at all times and this is documented and displayed.

This policy links to the following:

National Quality Standards: QA4, QA7

Education and Care Service National Regulations 2011: 35, 46-49, 146, 168(2)(i)(ii)

Source: Community Child Care Cooperative (NSW) accessed 17.09.13