

## Responsible Person Policy

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### Quality Area 4 Staffing Arrangements

**Standard 4.1** Staffing arrangements enhance children's learning and development

**Standard 4.1.1** The organisation of educators across the service supports children's learning and development

**Standard 4.1.2** Every effort is made for children to experience continuity of educators at the service

**Standard 4.2** Management, educators and staff are collaborative, respectful and ethical.

**Standard 4.2.1** Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills

**Standard 4.2.2** Professional standards guide practice, interactions and relationships.

### Aim

The policy has been formulated to fulfil the requirements regarding the role and determination of the responsible person present at the service. The aim of this policy is to ensure that a Responsible Person is on duty on the premises at all times and that written procedures outline the processes of determining who the Responsible Person will be at any given time during the day. The Licensee of the service, the Nominated Supervisor and Certified Supervisors are responsible for ensuring a Responsible Person is on duty at the service while children are being educated and cared for by.

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

### Related Policies

Staffing Arrangements Policy

### Scope

Management

Educators

Children

Volunteers

### Implementation

**The Nominated Supervisor is responsible for:**

- Providing written consent to accept the role of Nominated Supervisor.
- Ensuring that, in their absence from the service premises, responsible people are placed in day-to-day charge of the service.
- Ensuring certified supervisors have a sound understanding of the role of the Responsible Person.
- Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.
- Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children.
- Notifying the Approved Provider and 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.

**Certified Supervisors are responsible for:**

- Providing written consent to accept the role of Certified Supervisor.
- Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service.
- Informing the Approved Provider and/or Nominated Supervisor in the event of absence from the service due to leave or illness so another Responsible Person can replace them.
- Ensuring they have a sound understanding of the role of Responsible Person.
- Understanding that a Certified Supervisor placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor.
- Notifying the Approved Provider and the Regulatory Authority within seven 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
- Notifying the Approved Provider if the Regulatory Authority cancels their Supervisor Certificate for any reason.

**Both the Nominated Supervisor and Certified Supervisors must:**

- Be 18 years of age
- Meet the minimum requirements for qualifications, experiences and management capability.
- Satisfy the Regulatory Authority that they are a fit and proper person to be the supervisor of the service.

**The minimum requirements for qualifications, experience and management are:**

Sufficient skills to be placed in the day-to-day charge of the service and at least one of the following:

- At least three years' experience working as an Educator in an education and care service or school (recommended but not compulsory)
- Has adequate knowledge and understanding of the provision of education and care to children
- Has an ability to effectively supervise and manage an education and care service.
- An approved diploma level Education and Care qualification; or
- An approved Early Childhood Teacher qualification

**Sources**

Education and Care Services National Regulations 2011  
Victorian Early Years Learning Framework  
Childcare Centre Desktop  
ACECQA

Policy Reviewed	Modifications	Next Review Date
January 2018	Updated the National Quality Standards references to comply with revised standards.  Updated regarding the changes to supervisor certificates	January 2019