

## **Determining a Responsible Person Present Policy**

### **Policy Statement**

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.

### **Links Education and Care Centres National Regulations 2018, National Quality Standard 2018**

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Regs 136 First aid qualifications

150 Responsible Person

168(2) (i) (ii) determining the responsible person present at the service

173 Prescribed information to be displayed

244 Persons taken to hold an approved certificate III level education and care qualification

NQS 4.1.1 The organisation of educators across the service supports children's learning and development.

7.1.2 Systems are in place to manage risk and enable the effective

### **Procedure**

- 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.

### **Determining the responsible person**

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 designated by the service as the Nominated Supervisor.
3. or a person that has been placed in day-to-day charge of the service.

The Approved Provider will:

1. Ensure the Nominated Supervisor and designated responsible people 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 at all times.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a "responsible person record".
2. The name of the responsible person will be displayed in the main entrance at the service.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

### **Qualifications**

- Must be 18 years or older
- Have adequate knowledge and understanding of the provision of education and care service.
- Must have completed child protection training
- Must have completed a recognised first aid training

The responsible person must ensure that someone replaces them as the designated responsible person before they leave the service. This is to be documented and the new responsible person's picture is to be displayed.

### **Sources**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2018

Date Created: August 2015

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