

POLICY STATEMENT

DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate
RESPONSIBLE OFFICER:	Children Services Coordinator
AUTHORISED BY:	Director, Corporate and Community Services
DATE ADOPTED:	August 2014
ADOPTED BY:	Manex
MINUTE NO: <i>(If required)</i>	9.12
REVIEW DUE DATE:	March 2026
REVISION NUMBER:	
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile resource Unit and Toy Library services).

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	August 2014		
1	October 2018		August 2020
2	March 2021		March 2023
3	March 2023		March 2026

REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) Years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

To ensure a Responsible person is present in Bland Shire Council's centre based services and available for Family Day Care at all times the Service is providing care to children.

2. Scope:

This policy applies to Educators requested to be deemed a "Responsible Person" at the centre based service or available to Family Day Care.

3. Outcomes:

The Responsible Person is either the Approved Provider, Nominated Supervisor or a responsible person who has been placed in day to day charge of the service. Educators deemed suitable to be "a responsible person in day to day charge" will be nominated by the Nominated Supervisor and would demonstrate the required attributes to fill this role. The process for determining, documenting and displaying the details of the responsible person will be clear to all Educators and followed at all times.

4. Roles and Responsibilities:

The implementation of this policy applies to the Approved Provider, the Nominated Supervisor and selected educators deemed "responsible person". These roles include the availability to Bland/Temora Family Day Care. Each role is listed below in the policy procedure.

5. Definitions:

In this policy "staff" and "educators" refers to staff employed at Bland Shire Children Services Unit by Bland Shire Council and Educators registered with Bland/Temora Family Day Care, with Bland Shire Council the approved provider.

6. Legislation and Supporting Documents:

Australian Children's Education and Care Quality Authority (2023) Guide to National Quality Framework

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

7. Attachments:

Policy Procedure

Responsibilities-

The Approved Provider will:

- Designate a Nominated Supervisor. This appointment will be made in writing and written consent from that person will be sought.
- Ensure there is a Responsible Person on the premises at all times a centre based service is delivering an education and care program to children. This appointment will be made in writing and written consent from that person will be sought.
- In the instance of Family Day Care – Ensure at all times a family day care educator is educating and caring for a child as part of the service, one of the following persons is available to provide support to the family day care educator:
 - A person with management or control of the family day care service;
 - A nominated supervisor of the service
 - A person in day to day charge of the service.

The support provided to a family day care educator includes availability to contact by telephone to provide advice and assistance.

- Ensure that a person deemed eligible as a Responsible Person has the appropriate skill level, experience, qualifications, approval to work with children and a sound understanding of the role required under the National Law and National Regulations;

- Notify the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor;
- Ensure that, in the absence from the centre based service premises of a Nominated Supervisor, a Responsible Person is placed in day to day charge of the service.

The Nominated Supervisor will:

- Provide written consent to accept the role of Nominated Supervisor;
- Ensure that, in their absence from the service premises, another Responsible Person is placed in day to day charge of the service;
- Ensure that the Nominated Supervisor and all other nominated Responsible Persons has a sound understanding of the role of Responsible Person;
- Ensure that the name of the Responsible Person in charge of the centre based service is displayed and easily visible from the main entrance of the service;
- In the instance of Family Day Care – Ensure at all times a family day care educator is educating and caring for a child as part of the service, one of the following persons is available to provide support to the family day care educator:
 - A person with management or control of the family day care service;
 - A nominated supervisor of the service
 - A person in day to day charge of the service.

The support provided to a family day care educator includes availability to contact by telephone to provide advice and assistance.

- Notify the Approved Provider and the Regulatory Authority within 7 days of any changes to their 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, or if they are subject to disciplinary proceedings;
- Keep a “Responsible Person Record” as applicable for each service. This record will document the current Responsible Person at any given time;
- Develop rosters in consultation with service leaders in accordance with the availability of responsible Persons, service operation and attendance pattern of the children.

The Responsible Person (day to day charge) will:

- Provide written consent to accept the role of Responsible Person;
- Ensure they have a sound understanding of the role of Responsible Person during the day to day operation of a service;
- Ensure the name of the Responsible Person in charge of the service is displayed and easily visible from the entrance of the service;
- Sign in and out on the applicable “responsible Person Register”
- If the Responsible Person needs to change, they will “hand over” obligations of the role to another Responsible Person at the service. Both the old and the new Responsible Person will converse directly and ensure the name of the Responsible Person presently in the position is displayed appropriately.