



## 7.22 DETERMINING THE RESPONSIBLE PERSON PRESENT

### Purpose Statement

To ensure a responsible person is available to all stakeholders at all times when an Education and Care Service is operating.

A responsible person will be available 24 hours a day to cover when an educator registered with Windermere Home Based Childcare may be providing education and care to children.

The process for determining the responsible person will be clear to all educators and staff and followed at all times. The details of the responsible person will be displayed in Reception of the approved provider.

### Scope

This policy applies to all salaried full time and part time staff (including casual), educators, families, contractors and students.

### Definitions

*Approved Provider:* a person or group of people with management control of an education and care service, who holds a provider approval under the Education and Care Services National Law.

*Coordinator:* a person employed or engaged by an approved provider of a family day care service to monitor and support educators.

*Education and Care Service:* refers to long day care service, family day care service, or an outside school hours service

*Nominated Supervisor:* a person who is nominated by the approved provider and has agreed to be in day to day charge of the service, to help ensure the service is operated in compliance with the Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard and assist with communication between the approved provider and the Regulatory Authority.

*Responsible person:* can be an approved provider, nominated supervisor or certified supervisor.

### Policy Statement

THE APPROVED PROVIDER OF A FAMILY DAY CARE SERVICE MUST ENSURE THAT AT LEAST ONE NOMINATED SUPERVISOR IS CONTACTABLE AND AVAILABLE TO SUPPORT, PROVIDE ASSISTANCE AND ADVICE AT ALL TIMES FAMILY DAY CARE EDUCATORS ARE PROVIDING EDUCATION AND CARE SERVICES (24 HRS 7 DAYS PW).

THIS INFORMATION NEEDS TO BE ON DISPLAY AT THE MAIN FAMILY DAY CARE OFFICE.



# 7.22 DETERMINING THE RESPONSIBLE PERSON PRESENT

### Procedures

1. The Early Childhood Education & Care Manager will nominate suitable staff members to be Nominated Supervisors
2. When appointing a Nominated Supervisor, the service will make an offer in writing and written consent from the person concerned will be sought.
3. The service is to ensure a Nominated Supervisor is available at all times an education and care service is operating.
4. A Nominated Supervisor will be placed in charge on a daily basis by the Early Childhood Education & Care Manager
5. The service will ensure Nominated Supervisors have a clear understanding of the role of the Responsible Person and ensure the Responsible Person is appropriately skilled and qualified.
6. The service will display the name and position of Responsible Person in charge of the service, ensuring that it is easily visible in the main foyer of the Family Day Care office.
7. The service will nominate an Educational. This appointment will be made in writing and written consent from the nominated person/s will be sought.
8. The service will ensure the Educational Leader/s have a clear understanding of the role.

### Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
  - Education and Care Services National Law 2011
  - Education and Care Services National Regulations 2011

### Related Policies & Links

- Child Safety Policy
- Staff Contractor Recruitment Policy
- Police Check and WWCC Policy