

DETERMINING RESPONSIBLE PERSON (PERSON IN DAY-TO-DAY CHARGE)

▲ NQS

Element 4.1: Staffing arrangements enhance children's learning and development.

Element 7.1: Governance supports the operation of a quality service;

Element 7.1.2: Systems are in place to manage risk and enable the effective management and operation of a quality service.

Element 7.1.3: Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations: 97(3) (a); 150; 168(2) (i) (ii); 117 (a, b, c) 173(2) (c); 177(1) (g)

▲ PURPOSE

To ensure suitable process and procedures are in place for determining who is appointed as Responsible Person when the Nominated Supervisor, who at FROEBEL is the Centre Director, is not in attendance at the service.

RESPONSIBLE PERSON

The Responsible Person at FROEBEL is:

- The Centre Director, or
- A person who has been placed in day-to-day charge of the service when the Nominated supervisor is absent.

The Centre Director and the Person appointed to be in day- to -day charge must have a clear understanding of their role:

The **Centre Director** is responsible for

- the operation of the centre, along with the Approved Provider, and
- for ensuring the centre is compliant and following the Law and the Regulations.

The **Educator** who is placed in day-to-day charge of the centre when the Centre Director is not there, does **not** take on the responsibilities of the Centre Director. She or he has.

- the overall charge of a service ("Person-In-Charge") and
- ensures that there is consistency and continuity in practices.

▲ PROCEDURES

MINIMUM REQUIREMENTS FOR PERSON APPOINTED IN DAY-TO-DAY CHARGE (Responsible Person)

- Be at least 18 years of age.
- Have adequate knowledge and understanding of the provision of education and care to children.
- Can effectively supervise and manage an education and care service.
- The approved provider or the nominated supervisor must consider that the person they appoint has a satisfactory history of compliance with:
 - Must be a permanent FROEBEL employee. If an employee leaves or takes on a casual position, they will have their appointment of responsible person withdrawn.
 - The National Law and other relevant laws
 - Required approved Child Protection Training (NSW)
 - Required Child Protection knowledge (Victoria)
 - Current First Aid Certificate with anaphylaxis, asthma management and CPR

DETERMINING / APPOINTING A RESPONSIBLE PERSON

- The Centre Director and/or the Managing Director for the Approved Provider must assess if a person meets the minimum requirements as stated above before they can place the person in day-to-day charge.
- The Centre Director and/or the Managing Director will use the Compliance History Statement to support their assessment before nominating a Centre Director or an educator to be placed in day-to-day charge.
- Any person being appointed as a Responsible Person (RP) is to undertake an information session on roles and responsibilities of an RP with the Quality and Compliance Manager
- Following completion of this session the Centre Director and HR will ensure that the Employee signs the appointment letter.
- Before rostering anyone as an RP, the Centre Director will ensure that any person rostered as an RP has a signed appointment letter and has undertaken the warden training and has the required qualifications.

PROCEDURES FOR ACCEPTING RESPONSIBILITIES OF RESPONSIBLE PERSON

The Centre Director and all Responsible Persons must

- **be aware** of times during she/he is expected to act as Responsible Person at the beginning of each week.
- accept responsibility as Responsible Person by **signing in** to the "Responsible Person Record" before their shift commences or before a Responsible Person-In-Charge leaves the centre and hands over the responsibility to her/him;
- **sign out** on the "Responsible Person Record" before handing the responsibilities of the Responsible Person over to the next Responsible Person as per the weekly roster,
- before leaving the centre,
 - a) **make sure** that the next Responsible Person as per the weekly roster signs in on the "Responsible Person Record" unless she/he closes the centre on the day.
 - b) **make sure** that the Responsible Person chart at the service is updated accordingly.

ROSTER

- The weekly roster as determined by the Centre Director will reflect the Responsible Person at any given time of each day the centre is operating.
- An educator is deemed to be instructed by the Centre Director to act as Responsible Person during times of absences of the Centre Director when clearly nominated in the weekly roster.
- The weekly roster shall be made accessible to all educators no later than close of business on Fridays.
- The roster does **not** substitute the requirement for the Centre Director and the designated Responsible Person to **sign in and out** on the "Responsible Person Record" daily.

RESPONSIBLE PERSON RECORD AND DISPLAY

The Centre Director will arrange for the keeping of a "Responsible Person Record". This record will document the current Responsible Person. The Responsible Person must sign in (acceptance of being the Responsible Person) and out. The name of the Responsible Person in charge of the service at any given time will also be displayed in the main entry point at the service (this may be, the foyer, entrance hallway or in the elevator)

- The Centre Director must sign in and out on the "Responsible Person Record" at the beginning and the end of any shift and/or when leaving/returning to the centre.

An educator is effectively placed in day-to-day charge of the service when:

- The Centre Director for the service is not on duty and instructs the educator to act as the Responsible Person, and
- The educator accepts the responsibilities of the Responsible Person in writing by signing into the "Responsible Person Record" at the beginning and end of their shift or when leaving/returning to the centre.

EVALUATION

- The Centre Director will monitor and evaluate on a regular basis that a Responsible Person is always physically present at the centre, and this is consistently documented.
- All appointed Responsible Persons will participate in an annual FROEBEL refresher training to maintain updated knowledge and understanding of their responsibilities.

▲ SOURCES AND FURTHER READINGS

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

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

Last review: 6.07.2023

Next review: 6.07.2024