

DETERMINING THE RESPONSIBLE PERSON POLICY

Policy Number	P-Q4-M002	Version Number	3.00
Drafted by	Director of Education	Approved Date: Review Date:	January 2025 April 2027
Responsibility	The Board of Bubup Womindjeka Family and Children’s Centre Association (Inc.) (See definitions)		
Related Service Policies	<ul style="list-style-type: none"> ▪ Child Safe Environment Policy ▪ Code of Conduct Policy ▪ Participation of Volunteers and Students Policy 	<ul style="list-style-type: none"> ▪ Privacy and Confidentiality Policy ▪ Staffing Policy ▪ Supervision of Children Policy 	
Legislation and Standards	Relevant legislation and standards include but are not limited to: <ul style="list-style-type: none"> ▪ Child Safe Standards ▪ <i>Education and Care Services National Law Act 2010</i> ▪ <i>Education and Care Services National Regulations 2011</i> ▪ <i>National Quality Standard, Quality Area 4: Staffing Arrangements</i> ▪ <i>National Quality Standard, Quality Area 7: Leadership and Service Management</i> ▪ <i>Working with Children Act 2005 (Vic)</i> ▪ <i>Working with Children Regulations 2016 (Vic)</i> 		
Sources	<ul style="list-style-type: none"> ▪ Australian Children’s Education and Care Quality Authority (ACECQA), Information Sheets: www.acecqa.gov.au ▪ <i>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011</i>: www.acecqa.gov.au ▪ <i>Guide to the National Quality Framework</i>: www.acecqa.gov.au 		

AUTHORISATION

This policy will be adopted by the Bubup Womindjeka Family and Children’s Centre Board of Governance on 15th of August 2016.

PURPOSE

This policy will provide guidelines to assist in determining the Responsible Person at Bubup Womindjeka Family and Children’s Centre.

PRINCIPLES

Bubup Womindjeka Family and Children’s Centre is committed to:

- meeting its duty of care (refer to *Definitions*) obligations under the law
- ensuring staffing arrangements contribute to the safety, health, wellbeing, learning and development of all children at the service
- meeting legislative requirements for a Responsible Person (refer to *Background* and *Definitions*) to be on the service premises at all times.

SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers and parents/guardians of Bubup Womindjeka Family and Children's Centre.

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Person in day-to-day Charge: A person who is placed in day-to-day charge of an education and care service by an Approved Provider or a Nominated Supervisor; and who has consented to the placement in writing (Regulation 117A).

Person with Management or Control: Where the Approved Provider of a service is an eligible association, each member of the association's executive committee is a Person with Management or Control and has the responsibility, alone or with others, for managing the delivery of the education and care service (National Law: Definitions (b)).

Responsible Person: Centre-based services must have a Responsible Person present at all times that the service is delivering education and care. The responsible person is the Person in day-to-day Charge at the service and can be one of the following:

- the Approved Provider, if the Approved Provider is an individual, or in any other case, a Person with Management or Control (refer to *Definitions*) of an education and care service operated by the Approved Provider
- the Nominated Supervisor of the service
- a Person placed in day-to-day Charge of the service. (National Law, Section 162)

Nominated Supervisor: A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the Education and Care Services National Regulations (Section 5 and 161).

BACKGROUND

Under the *Education and Care Services National Law Act 2010*, it is an offence to operate an approved centre-based education and care service unless a Responsible Person (refer to *Definitions*) is physically in attendance at all times the service is educating and caring for children.

An Approved Provider must not operate a service unless there is a Nominated Supervisor appointed for that service. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a Responsible Person, such as a Person in day-to-day Charge must be present.

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service. The Board of Governance is responsible for:

- nominating sufficient Nominated Supervisors to meet legislative requirements for a Responsible Person at the service at all times, including during periods of leave or illness
- ensuring that a person nominated as a Nominated Supervisor or a Person in day-to-day Charge:
 - is at least 18 years of age
 - has adequate knowledge and understanding of the provision of education and care to children
 - has the ability to effectively supervise and manage an education and care service
 - has not been subject to any decision under the National Law, or any other children's services or education law, to refuse, refuse to renew, suspend, or cancel a licence, approval, registration, certification or other authorisation granted to the person
 - has a history of compliance with the National Law and other relevant laws (Regulations 117C and 117B)

The Nominated Supervisor and Persons in Day to Day charge are responsible for:

- 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 (National Law: Section 172)
- ensuring that the service does not operate without a Nominated Supervisor(s), and that the Nominated Supervisor(s) has given written consent to be in the role
- ensuring that the name of the Nominated Supervisor is displayed prominently at the service
- ensuring that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications, approved training, a Working with Children Check or teaching registration, and other documentary evidence of fitness to be a Nominated Supervisor (refer to *Staffing Policy*) is kept on the staff record (Regulation 146)
- notifying the Regulatory Authority if:
 - there is a change to the name or contact details of the Nominated Supervisor (Section 56, Regulation 35)
 - the Nominated Supervisor is no longer employed or engaged by the service
 - has been removed from the role
 - the Nominated Supervisor withdraws their consent to the nomination
 - if a Nominated Supervisor or person in day-to-day charge has their Working with Children Check or teacher registration suspended or cancelled, or if they are subject to any disciplinary proceedings under the law
 - there is any other matter or incident which affects the ability of the Nominated Supervisor to meet minimum requirements and re-assessing the Nominated Supervisor's suitability for the role
- ensuring that, when the Nominated Supervisor is absent from the premises, an alternative Responsible Person is on site
- ensuring that the staff record includes the name of the Responsible Person at the centre-based service for each time that children are being educated and cared for by the service (Regulation 150)
- ensuring that the Nominated Supervisors and Person in day-to-day Charge have successfully completed child protection training (see *Child Safe Environment Policy*)
- developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children.
- providing written consent to accept the role of Nominated Supervisor
- ensuring they have a sound understanding of the role of Responsible Person (refer to *Definitions*)
- ensuring that a Person in day-to-day Charge:
 - is at least 18 years of age



- has adequate knowledge and understanding of the provision of education and care to children
- has the ability to effectively supervise and manage an education and care service
- has not been subject to any decision under the National Law, or any other children’s services or education law, to refuse, refuse to renew, suspect, or cancel a licence, approval, registration, certification or other authorisation granted to the person
- has a history of compliance with the National Law and other relevant laws (Regulation 117B)
- ensuring that an educator gives written consent to being a Person in day-to-day Charge
- 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 or teacher registration, or if they are subject to disciplinary proceedings.

Educators and all other staff are responsible for:

- meeting the qualifications, experience and other requirements if they wish to be nominated as a Person in day-to-day Charge
- providing written consent to be the Person in day-to-day Charge
- ensuring they have a sound understanding of the role of Responsible Person.

Parents/guardians are responsible for:

- reading and understanding this policy
- being aware of the Responsible Person at the service on a daily basis.

Volunteers and students, while at the service, are responsible for:

- following this policy and its procedures at all times

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

Relevant Forms/Documents
Compliance History Statement Form Nominated Supervisor Consent Form

Version History			
Date	Version	Author/s	Details
July 2014	1.00	Public officer	New policy
April 2016	2.00	Chief Executive Officer	Revision for updated format, document ID, related policies and relevant legislation and



			standards. Addition of definitions and evaluation.
August 2019	3.00	Director of Education	Policy reviewed and updated.
January 2021	3.00	Executive Officer	Policy reviewed and minor editorial amendments made.
January 2022	3.00	Director of Education	Reviewed and no changes made.
January 2023	3.00	Director of Education	Reviewed and no changes made.
January 2024	3.00	Director of Education	Policy reviewed and updated.
February 2025	3.00	Director of Education	Policy reviewed and no changes made.