



Determining responsible person

Quality Area 4
Staffing Arrangements

POLICY STATEMENT

East Lismore Community Preschool is committed to ensuring the safety and well-being of all children at the Preschool. At all times, the Preschool will meet legislative requirements that requires a Nominated Supervisor or Responsible person to be physically present at all times the Preschool is caring for a child.

NATIONAL QUALITY STANDARDS

Element 4.1.1

Organisation of Educators – The organisation of educators across the service supports children’s learning and development

Element 7.1.2

Management systems – 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 – Roles and responsibilities are clearly defined and understood and support effective decision- making and operation of the service.

AIMS

At all times a Responsible Person will be placed in day-to-day charge of the Preschool and this information will be documented and displayed. The responsible person may be the nominated supervisor or in their absence, a suitably qualified responsible person who meets the minimum requirements for a person in day-to-day charge.

IMPLEMENTATION – ROLE

The Nominated Supervisor or a responsible person must be physically present at the preschool at all times a child is being care for. A responsible person must have given their written consent to be placed in day-to-day charge of the service.

A person placed in day to day charge of the Preschool must meet the following requirements

- Thorough knowledge of the day-to-day responsibilities of being an educator at the service
- Be over 18 years of age

- Completion of an approved Child Protection Course
- A demonstrated understanding of
 - Educational & Care Services National Law Act 2010
 - Education and Care Services National Regulations
 - Health and Safety including Child Protection responsibilities
 - The Preschool policies and procedures

For any person placed in charge of the day-to-day operation of the Preschool, consideration must be given as to whether the individual has been subject to compliance action or disciplinary proceedings under a children’s services law, education law, or a previous education and care services law, in any state or territory.

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Ensuring that the person placed in day to day charge of the preschool has met the requirements for this role
- Ensuring that there is always a person placed in day to day charge of the Preschool at all times that the Preschool is caring for a child. If the Nominated Supervisor is absent, then a responsible person is placed in day to day charge of the Preschool.
- Ensuring that the name of the Nominated Supervisor and Responsible Person in charge at the service is displayed and easily visible from the main entrance at the service.
- Notifying the Regulatory Authority in writing, if there is a change of person in the role of Nominated Supervisor
- Maintain appropriate records of the Nominated Supervisor and Responsible Persons consent to fulfil the role of nominated supervisor or responsible person accordingly
- Maintain appropriate records of the responsible person in attendance at all times that there are children being educated and cared for at the Preschool

The Nominated Supervisor is responsible for

- Providing written consent in accepting the role of Nominated Supervisor
- Ensuring that, in their absence, a responsible Person is placed in day to day charge of the Preschool
- Ensuring that the name and position of the person being placed in day to day charge of the Preschool is displayed and clearly visible from the entrance.

Early Childhood Teachers/Educators are responsible for

- Providing written consent in accepting the role of responsible person
- Check that the name and position of the responsible person in charge of the preschool is displayed and easily visible at the entrance to the Preschool
- Ensuring they have a sound understanding of the role of the Responsible person and Nominated supervisor and the difference between the roles.

Families are responsible for

- Being aware of the Responsible Person at the service

LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: 117A, 117B, 150

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 12th June 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date June 2022