

Determining Responsible Person (Supervisor on Duty) Policy

RATIONALE:

The Education and Care Services National Law determines that a Responsible Person must be physically present at a centre based service at all times that an Approved Service operates.

AIMS:

To ensure that a Responsible Person (Supervisor on Duty) will be on the premises at all times, and the details of the Responsible Person at any given time are documented and clearly displayed for educators, staff, visitors and families.

To ensure the process for determining the Responsible Person will be clear to all educators and staff and followed at all times.

PROCEDURE:

A service **must always** have a Responsible Person physically present at all times during the operational hours of the service.

The Responsible Person will complete and sign the Responsible Person Record when they commence and finish as Responsible Person each day. There may be 2 or 3 Responsible persons on any given day to cover the hours the service is open.

The Responsible Person (Supervisor on Duty)'s name will be displayed in the entrance area on the Required Information Sign, and changed to reflect the person on duty at any given time.

A Responsible Person can be:

1. The Approved Provider (or person in management or control) or
2. The Nominated Supervisor – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
3. A Certified Supervisor who has consented to be placed in day to day charge of the Service. The Certified Supervisor does not have the same responsibilities as a Nominated Supervisor. A Certified Supervisor must consent to this nomination in writing.

The Approved Provider will:

- Ensure the Nominated Supervisor and Certified Supervisors have a clear understanding of the role of the Responsible Person as set out in the National Regulations, National Law and KAZ Early Learning Centre's Jobs Descriptions.
- Ensure that all Responsible Persons are appropriately skilled and qualified;
- Ensure a responsible person is physically present at the Service. A substitute for the responsible person will be present where a Waiver is in place.

The Nominated Supervisor will:

- Ensure that the Responsible Person on duty at any given time signs the "*Responsible Person Record*". This record documents the current Responsible Person over the hours of operation.
- Ensure that the name and position of the Responsible Person/ Supervisor on Duty is displayed in the main entrance of the service at any given time.

- Develop rosters in accordance with the availability of Responsible Persons, service operation and attendance patterns of children to ensure that there is always a delegated person in charge for the hours of operation.

KAZ Early Learning Centre's Related Policies and Procedures:

Job Descriptions

Responsible Person Record

Statutory Legislative & Considerations

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Sources:

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011