

B – DETERMINING RESPONSIBLE PERSON – CHILDREN'S SERVICES

Effective from: September 4, 2018
Contact officer: Coordinator of Children's Service
Next review date: 2 – 4 years / as required
File Reference: 1825/29.5
Related Policies/Local Laws/Legislation:

- Children (Education and Care Services National Law Application) Bill 2010. Cl. 162,163,164
- *Education and Care Services National Regulations 2011*
- *Cl 173, 168(2) (i)(ii)*

Related Documents:

- Guide to the National Quality Framework – Updated 2018
- ECA Code of Ethics (2016)
- Wingecarribee Shire Councils Children's Services Philosophy
- Wingecarribee Children's Services Policy and Procedures
- Wingecarribee Shire Council's Code of Conduct
- Wingecarribee Shire Council's Statement of Business Ethics

PURPOSE

Wingecarribee Shire Council as the Approved Provider will ensure that for:

- Centre Based Care - a "Responsible Person" will be on the premises at all times, and the details of the person at any time will be clearly displayed for educators, staff and families.
- Family Day Care - a "Responsible Person" will be available at all times that a family day care educator is educating and caring for a child as part of the service. That is a person in day-to-day charge of the service
- Persons in day-to-day charge and nominated supervisors will have approved child protection training

SCOPE

This policy applies to:



Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider –
Wingecarribee Shire Council

All children and families accessing care with Council's Children's Services

All volunteers and students engaged with Wingecarribee Children's Services.

DEFINITIONS

A responsible person can be;

- The Approved Provider (a person from Wingecarribee Shire Council who has management or control of the service).
- Nominated Supervisor – this is a person with a Supervisors Certificate designated by the service as the Nominated Supervisor.
- A person who has been placed in day-to-day charge of the service.

PROCEDURE

1. Family Day Care

1.1 The Approved Provider will:

- 1.1.1 Designate an appropriately qualified and skilled Nominated Supervisor. This appointment will be made in writing and written consent from the approved person sought on the approved ACECQA form and in the Position Description
- 1.1.2 Ensure that appropriately qualified and skilled coordination unit staff are approved and willing to act in the role of "Responsible Persons" in day to day charge in the event the Nominated Supervisor is unavailable. Written consent from suitable "Responsible Persons" will be sought in the staff Position Descriptions.
- 1.1.3 Ensure that at all times one or more qualified persons are employed or engaged as family day care co-coordinators of the family day care service;
 - to assist with the operation of the family day care service and;
 - support, monitor and train the family day care educators of that service.
 - Meet with Coordinator: Educator ratio requirements.
- 1.1.4 Designate suitably qualified and skilled staff member to fill the position of Educational Leader. Written consent will be sought in the staff members Position Description.

2.2 The Nominated Supervisor will:



- 2.2.1 Be available at all times an educator is caring for the children as a part of the service.
- 2.2.2 In circumstances where the Nominated Supervisor is unavailable they will ensure that a "Responsible Person" is available to be contacted at all times an educator is caring for children as part of the service.

2.3 The service will:

- 2.3.1 Display the name and position of the Responsible Person in charge of the family day care service at any given time. It will be displayed so that is clearly visible from the main entrance to the service.

3. Out of School Hours – Centre Based Education and Care

- 3.1 The Service must always have a "Responsible Person" physically present at all times children are in care.

3.2 The Approved provider will:

- 3.2.1 Ensure that the "Responsible Person" is appropriately skilled and qualified.
- 3.2.2 Ensure a responsible person is physically present at the service.

3.3 The Nominated Supervisor or delegated authority will:

- 3.3.1 Arrange for the record keeping of a "Responsible Person Record". This record will document the current "Responsible Person" and located as part of the staff sign in record.
- 3.3.2 The "Responsible Person" will be displayed in a clearly visible location at the entry of the service
- 3.3.3 Develop rosters in accordance with the availability of "Responsible Persons", centre operation and attendance patterns of children.

4. Records required to be kept

Type of Record	Service Type	Responsibility	Timeframe	Ref
Record of responsible person in day to day charge	Both	Approved Provider	Until end of 3 years after the staff member works for the service	Section 162 Reg 150, 177
Staff Record	Centre Based	Approved Provider	Until end of 3 years after the staff member works for the service	Reg 145



Children's Services Procedures

Approved By:



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