

Determining the Responsible Person

Purpose

Early Years @ Phoenix Park is required by regulations to have a responsible person in charge of the centre at all times while children are being educated and care.

Definition

Approved Provider:

- A person or any entity who holds a provider approval granted under the Education and Care Services National Regulations and Law. (Committee Member)

Nominated supervisor: is a person

- Who is nominated by the approved provider of the service to be a nominated supervisor of that service
- Who has consented to that nomination
- Who is responsible for the day to day management of an Approved Service

Person in day to day charge: is a person

- Who is placed in day to day charge of the service in accordance with the national regulations.
- Who is placed in charge of the centre when the Nominated supervisor is unavailable.

Staff member

- Any individual employed, appointed or engaged to work in the centre.

Procedures

One of the managers is asked to be the Nominated Supervisor by the committee. Upon written acceptance of the position the application is sent to the department for “fit and proper” assessment. The Nominated Supervisor assumes the overall responsibilities of operating the service and must be available to provide support and assistances to educators while they are providing education and care to children. This assistance can be provided by phone contact if required.

To ensure regulations are maintained a number of other staff are asked to take on the responsibility of the day to day charge. Upon written acceptance the person with day to day charge is appointed to assume the overall responsibilities of operating the service when the Nominated Supervisor is not on duty or unavailable.

At this time the name of the person accepting responsibility will be displayed on the office door so everyone is aware as to who is in charged when the Nominated Supervisor is absent.

The Nominated Supervisor must:

- Be at least 18 years of age
- Meet the minimum requirements for qualifications, experiences and management capability
- Satisfy the Regulatory Authority that they are a fit and proper person to be the supervisor of the centre.
- Child Protection Training

The Day to Day charge person must:

- Be at least 18 years of age
- Meet the minimum requirements for qualifications, experiences and management capability
- Child Protection Training

The minimum requirements for qualifications, experience and management are:
Sufficient skills to be placed in the day to day charge of the centre and at least one of the following:

- At least three years' experience working as an educator in an education and care service or school
- An approved diploma level education and care qualification
- An approved early childhood teacher qualification.

Related policies.

- Staff Leave

Sources

ACECQA

Education and Care Services National Regulations

National Quality Standards

Education and Care Services National Law Act 2010

Education and Care Services National Law Amendment Act 2017

Created: May 2011

Reviewed: August 2017