

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. (Early Years at Phoenix Park Inc.)

Nominated supervisor: is a person

- Who meets the minimum requirements for nominated supervisor's role as per regulation 146 of the Education and Care Services National Regulations.
- Who is nominated by the approved provider of the service to be a nominated supervisor of that service.
- Who has consented to being nominated.
- Who is responsible for the day to day management of an Approved Service.

Person in day to day charge: is a person

- Who has been asked by the approved provider or the Nominated Supervisor to undertake the role of day to day charge.
- Who has consented to being in charge of the centre when the Nominated supervisor is absent or unavailable.
- Who is placed in day to day charge of the service in accordance with the national regulations.

Staff member

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

Procedures

The approved provider will determine who is best suitable to meet all the requirements needed to be a Nominated Supervisor. This is usually one of the managers. When the evidence has been collected and a decision has been made that person will be asked to be the Nominated Supervisor by the committee. The written evidenced is kept on file at the centre. Upon written acceptance of the position 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.

If there are any changes to the Nominated Supervisor the regulator authority must be notified by submitting a Notification of Change. This must be submitted 7 days.

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.

The name of the Nominated Supervisor, the other Managers and Educational Leader who have day to day charge will be displayed in the foyer. Other educators with day to day charges are displayed on the office door.

To ensure everyone is aware as to who is in charged when the Managers and Educational Leader are not present a list of educators accepting responsibility is displayed on the office door. This list is displayed in order of which educator is in charge. If for some reason someone else is in charge out of the order their individual name will be displayed on the door.

The Nominated Supervisor must:

- Be at least 18 years of age
- Have adequate knowledge and understanding of the provision of education and care to children
- Have an ability to effectively supervise and manage and education and care service
- Meet the minimum requirements for qualifications, experiences and management capability
- Hold a current Child Protection Training certificate.

The Day to Day charge person must:

- Be at least 18 years of age
- Meet the minimum requirements for qualifications, experiences and management capability
- Has adequate knowledge and understanding of the provision of education and care to children
- Have an ability to effectively supervise and manage and education and care service
- Hold a current Child Protection Training certificate.

The minimum requirements for qualifications, experience and management are to ensure they have 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.

Sources

ACECQA, Responsible person requirements for Approved providers

Education and Care Services National Regulations, Current version 1 September 2013

National Quality Standards

Education and Care Services National Law Amendment Act 2017

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