



BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC

Management

Title: Determining Responsible Person

Status: Current

Date of Origin: March 2013

Policy No: P 25

Last Review: May 2022

POLICY STATEMENT

The Education and Care Services National Law determines that a responsible person must always be physically present at a centre based service that an approved service operates.

PROCEDURE

A responsible person will always be on the premises, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.

The process for determining the responsible person will be clear to all educators and staff, and always followed.

Details of the person responsible are documented and displayed for all users of the service.

A service must always have a responsible person physically present.

A responsible person can be:

1. The **NOMINATED SUPERVISOR** – this is a person with a supervisor's certificate designated by the service as the nominated supervisor.
2. A **CERTIFIED SUPERVISOR** who has been placed in day-to-day charge of the service.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the responsible person.



2. Ensure the responsible person is appropriately skilled and qualified.
3. Ensure a responsible person is always physically present at the centre.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a “responsible person record”. This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the Service.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.
4. The nominated supervisor will be the responsible person. If they are unavailable, then the second in charge will then take on the role. In the event of the nominated supervisor or second in charge being unavailable, an educator with a certified supervisor’s certificate will be rostered on.

CONSIDERATIONS

Children (Education and Care Services) National Law NSW 2013: 161-162

National Quality Framework 2011: Quality Area 4

Document Date/Author	Five Dock Public School Outside School Hours Care Donna Burrows March 2014
Reviewed by/Date:	Management Committee/ March 2015
Accepted by Management Committee:	March 2015
Date for Review:	March 2016
Accepted by Management Committee:	May 2018
Date for Review:	May 2024