**Procedure 4.09.27 Responsible person**

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Community, Environment &amp; Planning</th>
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<tr>
<td>Responsible Officer</td>
<td>Manager</td>
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**Quality area 4: Staffing arrangements**

**Introduction**

The Education and Care Services National Law Act, 2010 requires a responsible person to be present at all times that an education and care service operates.

Our education and care services have identified procedures for ensuring that all families, staff and visitors can determine who the responsible person present at any time is.

**Strategies**

**Communication**

The entrance notice boards and service information provided to each family at their enrolment in the education and care service will identify the name and contact details for the following responsible persons:

1. The Approved Provider
2. The Nominated Supervisor
3. The Certified Supervisors

The Approved Provider and the Nominated Supervisor will ensure that each education and care service has a Responsible Person present at all times of operation.

**Staffing**

The Approved Provider and Nominated Supervisor will ensure:

- Each member of staff has a position description that clearly outlines their duties and responsibilities.
- A Nominated Supervisor is appointed for each education and care service and procedures are followed to advise the Department of Education and Communities of any changes to the Nominated Supervisor. In the absence of the Nominated Supervisor, a Certified Supervisor will be designated as the responsible person in day to day charge of the education and care service.
- That recruitment processes for Nominated Supervisors or Certified Supervisors verify that any person appointed to the position is eligible and suitable
- A Responsible Person is identified and present on the premises whenever the service is operating.

All Educators and Staff will:

- provide written confirmation that they understand and accept these duties and responsibilities
Induction or orientation for new staff and families

- The Nominated Supervisor and Educational Leaders will
- ensure new families, staff and others are provided with information about how to identify the Responsible Person on the premises at any time.

Staff rosters

The Nominated Supervisor will

- Ensure the staff roster is displayed in the office at each site and that the roster identifies the Responsible Person who is on the premises at all times the education and care service operates. The roster will outline the hierarchy of responsible persons.
- Ensure families have access to the name and location of the Responsible Person on the premises at any time
- All Certified Supervisors will
- Sign the roster to indicate their understanding and acceptance of their designation as a responsible person for the roster period
- Advise families of who is the Responsible Person on the premises at all times

All Educational Leaders will

- Check the roster meets the requirements of the Law, Regulations and their group.
- Advise the Nominated Supervisor or Responsible Person immediately of any necessary changes to the roster
- Advise families of who is the Responsible Person on the premises at all times

All Educators and Staff will

- Check the roster meets the requirements of the Law, Regulations and their group
- Advise the Educational Leader immediately of any necessary changes to the roster
- Advise families of who is the Responsible Person on the premises at all times.

Registers of responsible persons

The Nominated Supervisor will

- arrange for an up to date record of the Responsible Persons for each education and care service is kept in Bega Valley Shire Council records systems.

Evaluation

Families, staff and visitors can identify the responsible person who is present at the education and care service at all times.

Statutory and legislative considerations

- Children (Education and Care Services National Law Application) Act, 2010
- Education and Care Services National Regulations, 2011.
References

- Bega Valley Shire Council, Children’s Services Position Descriptions (December, 2011).