



## DETERMINING RESPONSIBLE PERSON

### AIM

Alstonville Nestle In Education and Care Centre will ensure a responsible person is on the premises at all times. The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

### EXPLANATION

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

### IMPLEMENTATION

Our centre will have a responsible person physically present at all times. A responsible person can be:

- A Nominated Supervisor
- An Educator

As a nominated Responsible Person on Premise means you have day-to-day charge of the service. If a Nominated Supervisor is on premise, that person will take the responsibility of the Responsible Person on Premise. If the Nominated Supervisor is not on premise, the nominated Educator will take the responsibility. This person could be a point of contact for parents and staff in the absence of the nominated supervisor.

Taking this role does NOT place any additional legal responsibilities on you under the National Law. The responsibilities relevant to your role as an Educator under the National Law continue to apply.

In order to accept this nomination, you must:-

- Be 18 years or older;

- Have adequate knowledge and understanding of the provision of education and care to children;
- Have an ability to effectively supervise and manage the day to day operation of our service; and
- Successfully completed approved child protection training (CHCPRT001).

The Approved Provider will:

- Ensure the Responsible people on Premise have a clear understanding of the role of the Responsible person
- Ensure the responsible person is appropriately skilled and qualified.
- Ensure a responsible person is physically present at the centre.
- Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

### **SELF ASSESSMENT**

- A responsible person is physically present at the centre at all times as detailed in the roster.
- This is documented and displayed.

### **SOURCE**

National Quality Framework ACECQA

National Quality Standards ACECQA

Identify and Respond to Children and Young People at Risk (CHCPRT001)

NQF Responsible Person Requirements for Approved Providers Information Sheet (30/8/2017)

### **REVIEW**

Annually

To be reviewed January 2019

January 2012 2  
 January 2013  
 January 2014  
 January 2015  
 January 2016  
 January 2018

To be reviewed January 2019