



Determining the Responsible Person

POLICY STATEMENT

Abbotsford Community Centre will ensure that a 'Responsible Person' is physically present at the service at all times when the service is in operation, in line with the Education and Care Services National Regulations. The Director or another educator who has been placed in day-to-day charge of the service will be nominated as the 'Responsible Person'.

PROCEDURE

The Responsible Person changes from day to day. All staff who are labelled as the Responsible Person will have their Child Protection and First Aid Certificates as per National Regulations. The Responsible Person is in control of the management for the specified afternoon. They do not hold the same responsibility as the Nominated Supervisor or other members of the Centre Executive.

Management Committee's responsibilities

As the Approved Provider the Management Committee is responsible for:

- Employing a director who has the correct qualifications or equivalent experience to fulfill the role. While any staff with their Child Protection can take on the role of Responsible Person, staff with a minimum of 3 years' experience will be given preference when promoted to the role.
- Ensuring that Responsible Persons meet the necessary requirements for the role. Responsible Persons are required to:
 - have sufficient skills, experience, qualification and approval to work with school-aged children,
 - have sufficient knowledge of the current legislation and the capacity to manage the day-to-day operation of an approved service,
 - hold current first aid certificate, asthma management and anaphylaxis management certification and knowledge of child protection with certification.
- Ensuring those acting as the Responsible Person have a clear understanding of their roles and responsibilities when on duty
- Ensuring the Responsible Person is on site and contactable at all times



Director's responsibilities

The Director is responsible for:

- Maintaining a 'Responsible Person' record to document the Responsible Person on each shift
- Ensuring the details of the Responsible Person at any time will be clearly displayed for educators, staff and families
- Ensuring that nominated educators have agreed, in writing, to the responsibilities of a Responsible Person
- Developing rosters that factor in the availability of Responsible Persons, hours of operation and the attendance patterns of children.

ENDORSEMENT BY THE SERVICE

Approval date: Mar 2022 _____

Date for Review: Mar 2023 _____