

# **Determining Responsible Person**



## **Policy**

A responsible person will be on the premises at all times, and the details of the responsible person at any time will be documented and clearly displayed for educators, staff, families, and other users of the Centre. The process for determining the responsible person will be clear to all educators and staff and followed at all times.

## **Background**

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.

## **Practices**

Janelle Street Centre will have a responsible person physically present at all times.

A responsible person can be either:

The APPROVED PROVIDER – someone with management and control of Janelle Street Centre.

The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the Board as the Director of the Centre.

A RESPONSIBLE PERSON is one who has been placed in day-to-day charge of the centre.

The Approved Provider will ensure:

Nominated Supervisor and Responsible Persons have a clear understanding of the role of the responsible person;

the responsible person is appropriately skilled and qualified;

a responsible person is physically present at the centre. A substitute for the responsible person will be present where a waiver is in place.

The Nominated Supervisor or delegated authority will:

Arrange for the keeping of a "responsible person record". This record will document the current responsible person.

Ensure the name of the responsible person is displayed in the main entrance at Janelle Street Centre.

Develop/review rosters in accordance with the availability of responsible persons, centre operation, and attendance patterns of children.

## **Sources**

Children (Education and Care Services National Law Application) Act 2010, 168(2) (i)

Education and Care Services National Regulations 2011

[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) (accessed May 8, 2023)

[www.dawsonstreetcc.org.au](http://www.dawsonstreetcc.org.au) (accessed May 8, 2023)

[www.acecqa.gov.au](http://www.acecqa.gov.au) (accessed May 8, 2023)

**Adopted: November 07, 2012**

**Review No. 11: April 13, 2023**