



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

## Determining a Responsible Person Present Policy

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### Introduction

The National Law requires that the Approved Provider must have a responsible person present at all times the centre is caring for children. A responsible person is defined in the Education and Care Services National Law Act 2010 as:

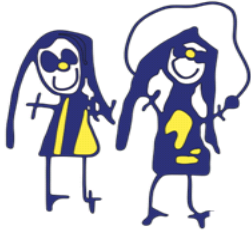
- The Nominated Supervisor of the service
- A Certified Supervisor who has been placed in day to day charge of the service

### Goals – What are we going to do?

The Cubbyhouse will allocate several “responsible persons”/ Certified Supervisors to ensure that there is a responsible person present at all times during our opening hours.

### Strategies – How will it be done?

- The Approved Provider will offer an educator the position of Nominated Supervisor with a formal letter outlining the jobs responsibilities and guidelines. It is then that educators responsibility to respond with another formal written letter with the acceptance of the position of Nominated Supervisor.
- Notification of a change to the Nominated Supervisor is to be made to ACECQA, through the NQA ITS website, At least 7 days before the educator is to commence work as the Nominated Supervisor; or if that period is not possible in the circumstances, as soon as practicable and not more than 14 days after the commencing work as the Nominated Supervisor.
- The Nominated Supervisor is responsible for the day to day charge of the centre.
- The Certified Supervisor is responsible for the day to day charge when the Nominated Supervisor is not on duty. Note: the Certified Supervisor does not hold the same accountability as the Nominated Supervisor and Approved Provider.
- Both the Nominated Supervisor and Certified Supervisors must:
  - Be 18 years of age
  - Meet minimum requirements for qualifications, experiences and management capability
  - Satisfy the regulatory authority that they are fit and proper person to be supervisor of the centre.
- The minimum requirement qualifications, experience and management are:
  - Sufficient skills to be placed in the day to day charge of the centre
  - At least one of the following
    - i. At least three years experience working as an educator or in an education and care service
    - ii. An approved diploma level education and care qualification
    - iii. An approved early childhood teacher qualification.
- The name of the responsible person in charge of the centre will be displayed in the foyer. This may change at various times of the day to reflect the centres rosters.



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- The Nominated Supervisor is to sign on at the start of their shift and sign off at the end of the shift, One Certified Supervisor (educators on either open or close shift) is to sign outside of those times. (e.g. Certified Supervisor on open shift signs on, signs off when Nominated Supervisor signs on at 9am, Nominated Supervisor signs off at 530 and Certified Supervisor on close shift signs on).
- The Nominated Supervisor and Certified Supervisors are to sign on the Responsible Person Record, stating the following information:
  - Date
  - Responsible person name
  - Designation (Nominated or Certified Supervisor)
  - Time started
  - Signature
  - Time finished
  - Signature

## **Statutory Legislation and Considerations**

Education and Care Services National Regulations 2011

Regulations 146, 150

National Quality Standards

QA2 - Children's health and safety

QA4 - Staffing arrangements

QA6 - Collaborative partnerships with families and communities

QA7 - Leadership and service management

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## **Links to other policies**

Child Protection Policy

Confidentiality and Privacy Policy

Governance and Management Policy

Record Keeping and Retention Policy

Staff Orientation and Induction Policy

## **Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)**

Maintaining Records Procedure

Staff Development Procedure

Staff Orientation Procedure

## **Links to forms/ resources**

Data, Cubbyhouse Originals, Forms

- ❖ Staff Forms.
  - Responsible Person Log
  - Nominated certified supervisor offer accept letter

**Developed** Aug 2013

**Reviewed and Modified** October 2014, October 2015

Determining a responsible person present policy – Data, Cubbyhouse Originals, Cubbyhouse Manuals, Policies