

A-16 Determining the Responsible Person on Duty

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of service.

Education and Care Services National Regulations

Reg. 84	Awareness of child protection Law
Reg. 117A	Placing a person in day-to-day charge
Reg. 117B	Minimum requirements for a person in day-to-day charge
Reg. 145	Staff record
Reg. 147	Staff members
Reg. 150	Responsible Person
Reg. 151	Record of educators working directly with children
Reg. 168	Education and care service must have policies and procedures
Reg. 169	Offenses relating to staffing arrangements
Reg. 170	Policy and procedures to be followed
Reg. 173	Prescribed information to be displayed
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
Reg. 181	Confidentiality of records by approved provider

Policy Statement

West Ryde BASC will ensure there is a Responsible Person on every shift for the entirety of that shift. That person will be a member of the leadership team or someone recognised as an appropriate and capable person who can perform the role and ensure compliance with National Regulations. The Responsible Person for each shift will be recorded and their name and photo will be displayed in the Centre.

Related Policies

- Child Protection Policy
- Communication Policy
- Conditions of Employment Policy
- Emergency Procedures Policy
- First Aid Policy
- Interaction with Children Policy
- Maintenance of Records Policy
- Management of Incidents, Injury and Trauma Policy
- Medication Administration Policy
- Privacy and Confidentiality Policy
- Role of Management Committee Policy
- Staff Child Ratios Policy
- Staff Orientation and Induction Policy
- Staff Professionalism and Code of Conduct Policy
- Work Health and Safety Policy

Procedure

A responsible person will be determined by their role at the service, either a member of the leadership team or a staff member who is experienced with the daily running of the Service.

The Nominated Supervisor/ Director will be the Responsible Person unless they are not present for that shift. The next most senior staff member (Assistant Director or Educational Leader) will then be allocated as Responsible Person. If the Assistant Director or Educational Leader are not present this process will continue to the next member of the Leadership Team. When there is not a member of the Leadership Team on shift the Responsible Person will be allocated to one of the casual staff that have been determined, by the Nominated Supervisor, to suitably act in that role.

The responsible person will have a Working with Children Check clearance, hold the relevant Child Protection certification, and be trained in First Aid, asthma and anaphylaxis for an Education and Care setting. They will have the choice to undertake the role and if accepted will have signed the appropriate paperwork as legislated. All paperwork regarding the Responsible Persons will be kept on file as legislated.

All staff who can be a Responsible Person will be familiar with the Service's Policies and Procedures. They will ensure they are followed correctly by all staff when they are the Responsible person on shift.

The responsible person will have suitable knowledge of legislation and the framework for school age care. They will be trained, by the Leadership Team, to ensure the Service is run appropriately and consistently every shift. They will be aware of the duties required of them when acting as the Responsible Person (as outline in the Responsible Person Job Description) and will be held responsible for the shift as well as reporting incidents to the Nominated Supervisor and Governing Body (ACECQA) where required.

If a Responsible Person must leave the Service for any reason, the next most senior staff member will fill in as Responsible Person until they return. The Responsible Person's name and photo will be clearly displayed in the Centre and a record of who is Responsible Person and at which times will be kept.

In the event of all staff who can perform the Responsible Person role being unavailable for a shift, the Management Committee will be asked to fill in and act as the Responsible Person.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Privacy Act 1988
- Working with Children Check NSW
- Work Health and Safety Act 2011
- Childcare Desktop Policies – Responsible Person Policy
- Responsible Person Job Description

Date Endorsed: 19/05/2023

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	- Adjusted language from 'permanent team member' to leadership team member'	Staff	
v.2.202105	- Minor wording changes	Staff	
v.2.202006	- Adjustments made to comply with regulation change (Oct 2017) - Modified wording throughout - Updated links to NQS, National Regulations - Added related policies - Added reference to Responsible Person Job Description	Regulation requirement	