

<b>C-2</b>	<b>RESPONSIBLE PERSON</b>	
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## POLICY STATEMENT

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TWOOSH 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 Approved Provider, the Director or another Educator who has been placed in day-to-day charge of the service will be nominated as the 'Responsible Person'.

## REFERENCES AND CONSIDERATIONS

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- Education and Care Services National Law Act 2010 (Section 162)
- Education and Care Services National Regulation 2011 (Regulations 150,168,173 & 177)
- National Quality Standard: Quality Area 4.1

## PROCEDURES

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### Management Committee's Responsibilities

The Management Committee is responsible for:

- ◆ employing a diploma qualified (or equivalent) person to fulfill the role of the Director, and staff with a minimum of Certificate IV or 3 years' experience to be the Responsible Person at the service.
- ◆ 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 has 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.

In the event of an emergency, the Approved Provider (that is, members of the Management Committee who all hold current Working With Children Checks) may be called upon to manage the service and take on the role of Responsible Person.

### Director's responsibilities

The Director is responsible for:

- ◆ maintaining a 'Responsible Person' record to ensure that a Responsible Person is physically present
- ◆ ensuring the name of the Responsible Person in charge of the service at any given time is displayed so that it is visible to anyone from the main entrance
- ◆ ensuring that nominated Educators have agreed, in writing, the responsibilities of a Responsible Person, and that this agreement is available to be viewed by Authorised Officers at all times.
- ◆ developing rosters that factor in the availability of Responsible Persons, hours of operation and the attendance patterns of children.

## Revisions

**Date of next review: May 2023**

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<b>Date</b>	<b>Reviewer</b>	<b>Approved by</b>
<b>11.09.17</b>		TWOOSH Management Committee
<b>18.02.19</b>		TWOOSH Management Committee
<b>29.07.19</b>		TWOOSH Management Committee
<b>10.08.20</b>	LL, MK	TWOOSH Management Committee
<b>23.09.20</b>	LL	TWOOSH Management Committee

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