

### Determining the Responsible Person of the Service Procedure

#### Procedure

During the interview, the interview panel will:

- Inform the person of their responsibilities as a Nominated Supervisor and provide a copy of the Nominated Supervisor Role Description
- Assess and determine the person's suitability to be a Nominated Supervisor, including qualifications and certifications and the annual requirement to undertake evidence training in relation to child protection
- Document evidence that the person is suitable
- Seek and obtain written consent and acceptance that the person is able to fulfil the role description
- Keep documented, signed and dated consent to their nomination in the staff records both at the service and at head office
- Seek approval of the appointment to Nominated Supervisor from the Approved Provider (Person with Management or Control).

At service level the Nominated Supervisor will:

- Ensure the name of the Nominated Supervisor/person in charge of the service at that time is displayed clearly in the main entrance to the service
- Ensure the name of the Nominated Supervisor/person in charge and the date and time they were in charge of the service is documented and kept with the staff sign-in/sign out register
- Make the staff records available on request to the regulatory authority
- Notify the regulatory authority of any changes to the Nominated Supervisor.

Document Name: Determining the responsible person of the service procedure	Next Review Date: January 2022	Dates reviewed: Sept 16, Sept 17, Jan 18, January 2019, January 2020, November 2020
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## Appointing a Nominated Supervisor

ECMS must have regard to:

- The person's history with compliance with the National Law and other laws
- Any decision under the law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification, or any other authorisation granted to the person under the National Law and other relevant laws
- The person's qualification being either a diploma level or approved teaching qualification, and preferably have at least three years' experience as an Educator
- The level of knowledge, expertise, and experience that will enable the person to effectively manage the service in the absence of the approved provider
- Assess the person's knowledge and understanding of educating and caring for children, including:
  - Children's growth, learning, and development
  - How to support and enhance children's learning and development
  - How to support children's wellbeing, health, and safety
- Assess the person's ability to effectively supervise and manage the service, including the ability to:
  - Establish and maintain respectful relationships with children, families, and staff
  - Guide and direct staff
  - Effectively implement service policies and procedures
  - Make sound decisions and respond to issues and emergencies.

ECMS will request a person to:

- Complete and sign a Compliance History Statement to assist in making an informed decision about the person's suitability to be a Nominated Supervisor
- Complete and sign a declaration stating they are not prohibited (kept on file at both head office and the service).

## Appointing a person in day-to-day charge

**In addition** to the process for a Nominated Supervisor (above), each person in charge will:

- Hold either a diploma level, Certificate 3, or approved teaching qualification and have undertaken annual child protection training
- Have the level of knowledge, expertise, and experience that will enable the person to effectively manage the service for short periods of time in the absence of the Nominated Supervisor and approved provider
- Take into account the person's history with compliance with the National Law and other laws.

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ECMS will request a person to:

- Complete and sign a Compliance History Statement to assist in making an informed decision about the person's suitability to be a Nominated Supervisor.

### Approved Provider Authority

The approved provider is required to authorise that the information in the staff record and the Compliance History statement is true and correct before the appointment can take place.

Note:

A service may have more than one Nominated Supervisor. The ECE team will need to determine if additional Nominated Supervisors are required at a service and ensure this is budgeted for prior to implementation.

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