

Early Childhood Management Services

Quality Area 4: Staffing Arrangements Early Childhood Education

Determining the Responsible Person of the Service Policy

Purpose

ECMS must ensure that a responsible person is present at each service at all times the service is educating and caring for children. This information will be current and displayed and visible from the service’s main entrance.

The responsible person will be known as the Nominated Supervisor and in their absence the person in day-to-day charge of the service.

Scope

This applies to all ECMS staff.

Role and responsibilities

Nominated Supervisor / Person in day-to-day charge	<p>Responsible for:</p> <ul style="list-style-type: none"> Acknowledging this responsibility in writing Being in charge of the service when on duty and available to support Educators Designating the person in charge of the service and available to support Educators in their absence. In Early Learning Centres this will be the second in charge Ensure that the name and times for the Nominated Supervisor/Certified Supervisor is clearly documented in the staff sign in/out at all times.
Area Managers	<p>Responsible for:</p> <ul style="list-style-type: none"> Nominating a person to be the Nominated Supervisor for each service site

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	<ul style="list-style-type: none"> • Determining and documenting the suitability of the person as stated in the responsible person requirements • Obtaining the nominated supervisor's written consent • Ensuring services remain compliant.
Approved provider	Accountable for: <ul style="list-style-type: none"> • Ensuring implementation and compliance with this policy and procedure • Must sign off on information gathered by the Area Manager for the appointment to take effect.

If the Nominated Supervisor is unable to designate a person in charge (in the case of a sudden illness) the approved provider will designate a suitable person in charge.

In an emergency and in the absence or unavailability of the Nominated Supervisor or approved provider whoever is the person in charge at the time has authority to designate a replacement.

All staff members assessed by ECMS as having the knowledge and expertise to be placed in day-to-day charge will be nominated to be a person in charge, if they agree to be nominated.

Related legislation	<ul style="list-style-type: none"> • July 2014, Reviewed September 2016, September 2017
Related ECMS policy and procedure	<ul style="list-style-type: none"> • Supervision of children • PC 2.0 Recruitment
Sources and further reading	<ul style="list-style-type: none"> • Education and Care National Law: Part 4; Sections 5, 44, 106, 161, 162, (Centre-based service), 164 (Family day care service), 172 • Education and Care National Regulations: Part 2.3; Regulations 35, 145, 146, 150, 168, 173 • Child Safe Standards, Victoria
Attachments	Role Description Nominated Supervisor/Person in day-to-day charge

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