



Determining the Responsible Person

POLICY STATEMENT:

Lake Mac Newy OOSH has a duty of care obligation under the National Law and Regulations to ensure that a Responsible Person is always on the premises to ensure the health, safety and well-being, learning and development of all children and educators at the service. This is to ensure that all legislative requirements are met.

PROCEDURES:

Selecting a Responsible Person

- A Responsible Person working at the service has been identified by the approved provider/Nominated Supervisor within the service as: responsible for the day-to-day management of the service or exercising supervisory and leadership responsibilities for part of the service.
- This person can be an approved provider, a nominated supervisor or an Educator who is in charge of the daily running of the Centre.

The Approved Provider will ensure:

- The Responsible person must have completed accredited Child Protection training CHCPRT001-Identify and respond to children and young people at risk.
- Anaphylaxis & Asthma accredited training
- Senior First Aid & Annual renewal of CPR Training
- The Responsible person must accept the position in writing.
- The name & Photo of the Responsible Person must be displayed clearly at the Centre's sign in/out desk for families.
- The staff record has the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- Understand that a Responsible Person placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor
- Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings.
- **The Responsible Person must be a Fit and Proper Person.**
- The Responsible Person has a minimum of 3 years working as an Educator in an Education and Care service (Recommended but not compulsory) or a Diploma/Cert III/Cert IV equivalent in children's Services.



CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
R 150 R 168 R 173 R 177	Standard 2,1. 4,1, 6,1. 7,1, 7.3 Elements 2.1.1, 2.1.2 4.1.1. 4.1.2 6.1.2 7.1.2, 7.1.3, 7.1.5, 7.3.1, 7.3.5 Child Safe Standards 1, 3, 5, 7, 10	Staff Handbook Providing a Child Safe Environment Policy. Interactions with Children Policy. Governance and Management Policy Confidentiality Policy. OSHC Code of Professional Standards.	Australian Children’s Education & Care Quality Authority (2014) Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015

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