

DETERMINING RESPONSIBLE PERSON

Aim

Quality care is achieved through accountability. As a service provider, we want to be transparent in our management and determining the responsibility and role of all our educators, carers and staff. The aim of this policy is to ensure all stakeholders know who is responsible at any given time. All villagers will know their responsibility as well as their duty to provide and a safe, secure and comfortable environment. By upholding this policy, parents and carers will be able to direct their queries or concerns to the right person.

National Quality Standard

This policy links to the following NQS: National Quality Standards: - 2.3.2; 3.1.1

Links to other policies

- Keeping of Records Policy
- Complaints and Grievances Policy

Statutory legislation and consideration

- Education and Care Services National Regulation 2011
- Guide to the National Quality Standard 2011

Sources

- Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- Community Child Care Co-op
- National Health and Medical Research Council - www.nhmrc.gov.au





Strategy

A responsible person is an Approved Provider, a Nominated Supervisor or a Staff Villager placed in day-to-day charge of The Little Village in accordance to the National Regulations and National Quality Framework.

To determine Responsible Person, the Approved Provider must ensure:

- That there is a Responsible Person on the premises at all times.
- The Responsible Person is identifiable and is known to the parents through clear and updatable signage in the foyer.
- This will be updated as information or Person changes and will be incorporated into daily practice.
- In the circumstance that the Approved Provider is not the Responsible Person or the Nominated Supervisor, the Responsible Person will be:
 - Over 18
 - meets the minimum requirements for qualifications, experience and management capability
 - satisfies the Regulatory Authority that they are a fit and proper person to be the supervisor of a service
 - indicates they accept the role of Responsible Person each time they are assume the responsibility
 - TLV will ensure the RP has updated First Aid certificate
- The Responsible Person has a deep seeded understanding of the National Regulations, the Centre's Policies and Procedures and understands the requirements and duty they take on when they accept the role.
- A complete record is kept of the Responsible Person on any given time or day in accordance with our [Keeping of Records Policy](#).