**DETEMINING RESPONSIB**

**LE PERSON POLICY**

**Kindoo!/ Our ARK Pty Ltd.**

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| **PURPOSE**  | This policy will provide guidelines to assist in determining the Responsible Person at Kindoo!  |
| **REQUIREMENT**  | Mandatory – Quality Area 4  |
| **REVIEW DATE**  | This policy was reviewed in **March 2019.** Next review **March 2020.** |

# POLICY STATEMENT

## 1. VALUES

Kindoo! is committed to:

* meeting its duty of care (refer to *Definitions*) obligations under the law
* ensuring staffing arrangements contribute to the health, safety, wellbeing, learning and development of all children at the service
* meeting legislative requirements for a Responsible Person to be on the service premises at all times.

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person in Day to Day Charge (PIDTDC), educators, staff, students on placement, volunteers and parents/guardians of Kindoo!.

## 3. BACKGROUND AND LEGISLATION

**Background**

Under the *Education and Care Services National Law Act 2010*, it is an offence to operate an approved centre-based education and care service unless a Responsible Person is present.

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person is either the Approved Provider (or the person in management or control of the service), the Nominated Supervisor of the service, or a PIDTDC who has been placed in day-to-day charge of the service. For more information regarding these terms, refer to *Definitions*.

An Approved Provider must not operate a service unless there is a Nominated Supervisor appointed for that service. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a person with day to day control (PIDTDC) is to be placed in charge, ensuring there is always someone on the service premises who has been assessed as fit and proper by the Regulatory Authority. It is important to note that a PIDTDC placed in day-to-day charge of a service **does not** have the same responsibilities under the National Law as the Nominated Supervisor.

**Legislation and standards**

Relevant legislation and standards include but are not limited to:

 *Education and Care Services National Law Act 2010*: Sections 5, 44, 56, 106–109, 114, 115, 118,

161, 162, 172, 291(5)

 *Education and Care Services National Regulations 2011*: Regulations 35, 46–49, 146, 168(2)(i)(ii), 173, 176(2)(c)

 *National Quality Standard*, Quality Area 4: Staffing Arrangements

 Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing

 *National Quality Standard*, Quality Area 7: Leadership and Service Management

 Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community

 Element 7.1.5: Adults working with children and those engaged in management of the service or residing on the premises are fit and proper

 *Working with Children Act 2005* (Vic)

 *Working with Children Regulations 2006* (Vic)

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy.

**Approved Provider:** An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

**Approved Service:** An education and care service for which a service approval exists. A request for service approval must be made in writing to the Regulatory Authority and include prescribed information including details of the Nominated Supervisor and their written consent to be nominated as such.

**Person in Day to Day Charge:** An educator (previously with a Supervisor Certificate in accordance with the National Regulations prior to Oct 2017) who consents to being placed in day-to-day charge of the education and care service. The designation must be made by the Approved Provider or the Nominated Supervisor and be accepted in writing by the PIDTDC. A person placed in day-to-day charge of a service **does not** have the same responsibilities under the National Law as the Nominated Supervisor.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Fit-and-proper person:** In determining whether an applicant is fit and proper, the Regulatory

Authority must take into account the applicant’s history of involvement in education and care services, their compliance with current and prior law, criminal history record check and any bankruptcy or insolvency issues. Registered teachers and those who hold a current Working with Children Check card are considered to be fit-and-proper persons.

**Nominated Supervisor:** A person who is a supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination in writing. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

**Responsible Person:** The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or PIDTDC who has been placed in day-to-day charge of the service in accordance with the National Regulations.

## 5. SOURCES AND RELATED POLICIES

**Sources**

* Australian Children’s Education and Care Quality Authority (ACECQA), Information Sheets:

<https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/ResponsiblePersonRequirements_2.pdf>

 *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2018*[: www.acecqa.gov.au](http://www.acecqa.gov.au/)

 *Guide to the National Quality Standard*[: www.acecqa.gov.au](http://www.acecqa.gov.au/)

**Service policies**

 *Code of Conduct Policy*

 *Participation of Volunteers and Students Policy*

 *Privacy and Confidentiality Policy*

 *Staffing Policy*

 *Supervision of Children Policy*

# PROCEDURES

**The Approved Provider is responsible for:**

* ensuring there is a Responsible Person (refer to *Background* and *Definitions*) on the premises at all times the service is delivering education and care programs for children
* ensuring that a person eligible to be nominated as a Responsible Person has appropriate skill level, experience, qualifications and approval to work with children, as required under the National Law and National Regulations. This person must be:
	+ 18yo or older
	+ Have adequate knowledge and understanding of the provision of care and education to children, and
	+ Have an ability to effectively supervise and manage the service
* Ensuring that a Compliance History Statement template is filled and reviewed for each person nominated to be the Responsible Person (see www.acequa.gov.au/sample-forms-and-templates-now -available)
* ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service[[1]](#footnote-1) (National Law: Section 172)
* ensuring that the service does not operate without a Nominated Supervisor, and that this person has given written consent
* ensuring that the name of the Nominated Supervisor is displayed prominently at the service
* ensuring that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications and approved training, and a valid Working with Children Check (refer to *Staffing Policy*) is kept on the staff record (Regulation 146)
* notifying the Regulatory Authority in writing if there is a change of person or change of name or details in the role of Nominated Supervisor (Section 56, Regulation 35)
* ensuring that, in the absence from the service premises of a Nominated Supervisor, another person who has accepted in writing to be a PIDTDC is placed in day-to-day charge of the service
* ensuring that the Nominated Supervisor and PIDTDC have a sound understanding of the role of Responsible Person
* ensuring there are sufficient educators to meet the legislative requirement for a Responsible Person at the service during periods of leave or illness

ensuring details of each PIDTDC are recorded on the staff record

notifying the Regulatory Authority in writing if there any changes to:

* + the name of the Approved Provider or Nominated Supervisor
	+ the appointment or removal of a person with management or control of the service operated by the Approved Provider within 7 days before commencing at the service or 14 days after commencement
	+ the status of the Approved Provider as fit and proper
	+ notifying the Regulatory Authority if a Nominated Supervisor or PIDTDC has their Working with Children Check card or teacher registration suspended or cancelled, or if they are subject to any disciplinary proceedings under the law, changes their name or contact details, ceases to be employed by Kindoo!, has been removed from the role or withdraws their consent.

* Ensuring that Nominated Supervisors and PIDTDCs have successfully completed child protection training

**The Nominated Supervisor is responsible for:**

* providing written consent to accept the role of Nominated Supervisor
* ensuring that, in their absence from the service premises, another person who has provided written consent to be a PIDTDC is placed in day-to-day charge of the service
* ensuring they have a sound understanding of the role of Responsible Person
* ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
* developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children
* notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change of name, 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
* Successfully completing Child Protection training and ensuring that all PIDTDC’s successfully complete this training

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**PIDTDC are responsible for:**

* providing written consent to accept the role of PIDTDC
* checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
* informing the Approved Provider and/or Nominated Supervisor in the event of absence from the

service due to leave or illness so they can be replaced by another Responsible Person

* ensuring they have a sound understanding of the role of Responsible Person
* understanding that a PIDTDC placed in day-to-day charge of an approved service **does not** have the same responsibilities under the National Law as the Nominated Supervisor
* notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in name or 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
* notifying the Approved Provider if the Regulatory Authority cancels their Supervisor Certificate for any reason.
* Successfully completing Child Protection training

**Educators are responsible for:**

* meeting the qualifications, experience and management requirements if they wish to be nominated as a PIDTDC, as defined in the National Regulations (Regulations 46–49)
* ensuring they have a sound understanding of the role of Responsible Person
* providing written consent if accepting the nomination to be a PIDTDC.

**Parents/guardians are responsible for:**

* reading and understanding this policy
* being aware of the Responsible Person at the service on a daily basis

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

# EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

* regularly seek feedback from everyone affected by the policy regarding its effectiveness
* monitor the implementation, compliance, complaints and incidents in relation to this policy
* keep the policy up to date with current legislation, research, policy and best practice
* revise the policy and procedures as part of the service’s policy review cycle, or as required
* notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

# ATTACHMENTS

Nil

1. The guidelines to the National Regulations state that, given the Responsible Person in charge may change throughout the day (for example, at a changeover of shifts), this requirement might be met on a whiteboard or interchangeable name plate at the entrance of the service premises. [↑](#footnote-ref-1)