PROCEDURE
A Responsible Person will be on the premises at all times, and the details of the Responsible Person at any time and their role will be clearly displayed for educators, staff and families.

EXAMPLE

RESPONSIBLE PERSON
Sally Smith
Nominated Supervisor

POINTS TO NOTE
A Responsible Person can be any of the roles below as set down in LAW 162:

- The Approved Provider - an individual or if the approved provider is an organisation or company, it should be someone with management control of the service e.g. Parent Management Committee
- The Nominated Supervisor
- An Educator who has been placed in day-to-day charge of the service. Please NOTE ECED now grants a service supervisor certificate for each approved education and care service. Service supervisor certificates will not be issued to a particular person. Instead they may apply to any person working at the service who has been identified by the approved provider 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

HOW DO I DETERMINE IF SOMEONE IS SUITABLE TO BE THE RESPONSIBLE PERSON IN CHARGE AT THE CENTRE?

1. The Approved Provider and the Nominated Supervisor need to have a clear understanding of the Responsible Person role.
2. The RP needs to be appropriately skilled and qualified. (See Service Supervisor Application Form on Network website -Resource Index -Members Section-Q4)
3. The Responsible Person for each session is in charge of the Centre and is the “GO TO PERSON” for parents or staff should any issues arise. They are not expected to take on the duties of the Nominated Supervisor; however, they should be familiar with day-to-day operations and know what to do in the case of an emergency.
4. There should be an orientation process for all nominated “responsible persons” at the centre.
5. A record of the Responsible Person at the Centre is a requirement. This record should document the current Responsible Person for each session at the Centre.
6. The name of the Responsible Person should be clearly displayed at the service.
7. When developing your staff rosters, make sure you have a Responsible Person available for each session and this should be recorded in writing either on the roster or on a separate form.
8. The process for determining the Responsible Person will be clear to all educators and staff, and followed at all times. This should be documented in a policy or as part of your staffing policy.
9. The Responsible Person must have completed Child Protection Training including completing the accredited Child Protection assessment. Network regularly schedules CP training or a service can organise on a fee for service basis.