

Family Day Care

Determining the Responsible Person Policy

Section: 4 Staffing Arrangement

Policy ID Number: 4.6

Link to National Quality Standard: 4.2

Link to Education and Care Services National Legislation: As44, As56, As56A, As172, As173, r26, r35, r146, r150, r168, r173

1 Policy Statement

As the approved provider Moreland City Council (Council) will assign the Nominated Supervisor and Responsible Persons for Family Day Care.

Council will ensure a responsible person is available at all times Educators are providing care and education for children.

2 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To ensure a nominated supervisor and responsible persons are appointed at service. At least one of these are available at all times Educators are providing care and education for children.

To ensure the nominated supervisor and responsible persons meet all requirements of these positions.

3 Procedures

- Moreland City Council is the Approved Provider for the purposes of operating Moreland Family Day Care.
- The Approved Provider will determine the Nominated Supervisor (NS) of the service. This will generally be the Coordinator of Children's Services.
- The Approved Provider will determine the Responsible Persons (RS) for the service. This will generally be the Resource Officers.
- The NS and RP will complete national criminal history checks on commencement and have a current working with children clearance (WWCC) at all times. The currency of WWCC will be checked twice a year.
- The NS and RP will complete a compliance history statement on appointment into their role.
- The NS will submit written consent to be the nominated supervisor to the Regulatory Authority.
- The NS and RP will complete the relevant staff records and ensure this is updated if there are any changes to their circumstances.
- The Approved Provider will ensure the Regulatory Authority is notified of any changes in relation to the NS.
- The NS and/or a RP will be available to provide support to Educators during business hours by contacting the Coordination Unit.
- Outside business hours the NS or a RP will be available to support Educators via an emergency phone number. This will be managed using a roster system and Educators will be informed about after hours support on registration and with regular reminders.

4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Guide to National Quality Framework

5 Definitions

| Term | Definition |
|-------------------------------|--|
| Approved Provider | An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper to operate one or more education and care services. |
| Nominated Supervisor | A person nominated by the Approved Provider to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor. |
| The Responsible Person | A person nominated by the approved provider or nominated supervisor to undertake day-to-day operations of a service. |

Revision History

| Date | Revision No. | Revision Section | Revision Description |
|---------------|------------------|------------------|--|
| December 2016 | 1.0 | All | Initial Policy Release (creation date) |
| January 2022 | 2.0 | All | Updated from old Policy to new format and current information. |
| January 2025 | Next Review Date | | |

This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.