ROBE CHILD CARE ON WHEELS SERVICE

RESPONSIBLE PERSON PROCEDURE

Responsible Officer:	*Manager Childcare Services*
Version	*V1*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS S. 2A Paramount consideration—safety, rights and best interests of children S. 162A Child protection training S. 164 S. 169 Offence relating to staffing arrangements S. 173 Offence to fail to notify certain circumstances to Regulatory Authority 117A Placing a person in day-to-day charge 117B Minimum requirements for a person in day-to-day charge 117C Minimum requirements for a nominated supervisor 150 Responsible Person 168 Education and care service must have policies and procedures 173 Prescribed information to be displayed- education and care service 174 Time to notify certain circumstances to Regulatory Authority 177 Prescribed enrolment and other documents to be kept by approved provider
National Quality Standards (NQS):	QUALITY AREA 4: STAFFING ARRANGEMENTS 4.1.1 Organisation of educators- The organisation of educators across the service supports children's learning and development. 4.1.2 Continuity of staff- Every effort is made for children to experience continuity of educators at the service

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	4.2.1 Professional collaboration- Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills 4.2.2 Professional standards- Professional standards guide practice, interactions and relationships QUALITY AREA 7: GOVERNANCE AND LEADERSHIP 7.1.3 Roles and Responsibilities- Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.

Our Service is committed to meeting our duty of care obligations under the Education and Care Services National Law and National Regulations to ensure a responsible person is physically on the premises at all times children are being educated and cared for. A responsible person is the approved provider or a person with management or control, a nominated supervisor or a person in day-to-day charge of the Service (PIDTDC).

Our Service adopts and aligns with the National Model Code and Guidelines for taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*). (Mandatory from 1 September 2025).

Working in conjunction with the *Responsible Person Policy*, this procedure provides clear guidelines for the appointment of a responsible person in charge to ensure compliance and maintain the safety and wellbeing of children and their families at the Service.

RESPONSIBLE PERSON REQUIREMENTS		
The approved provider/nominated supervisor will:		
1	review the Service's *Responsible Person Policy* annually, in conjunction with families, children and educators	
2	consider if the person being nominated as a responsible person has evidence of the following requirements: • adequate knowledge, understanding and ability to provide quality education and care to children according to the National Quality Framework • knowledge of Education and Care National Law and Regulations and National Quality Standard • adequate successful experience working within the current Service or evidence of experience through personal references from previous employers • demonstrated leadership qualities • current Working with Children Check approval (or state equivalent)	

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	• current ACECQA approved Child Protection training • suitability as a fit and proper person to effectively supervise and manage an education and care Service • a satisfactory history of compliance with National Law, a former education and care Services law or a children's law or an education law; no history of refusal to renew, suspend or cancel a licence, approval, registration or other authorisation granted to the person (not mandatory)	
3	ensure a responsible person is physically on the premises at all times children are being educated and cared for	
4	appoint a nominated supervisor who consents to the roles and responsibilities to manage the day-to-day operations of the Service to meet the responsible person requirements	
5	discuss the role of being a responsible person with potential staff members	
6	appoint a person/s to be a person in day-to-day charge (PIDTDC) to meet the responsible person requirements	
7	conduct an induction with the newly appointed responsible person/PIDTDC following the *Responsible Person Induction Checklist* to ensure they are aware of the responsibilities and obligations of the role	
8	ensure the PIDTDC is to be aware they do not take on the role and duties of the nominated supervisor, however, they should be aware of the basic operations of the Service	
9	ensure the nominated supervisor and responsible person accepts and confirms the position in writing	
10	file all documentation securely at the Service, while ensuring all documentation and records relating to the responsible person and nominated supervisor are kept safe and secure for a period of 3 years following the employees last day of employment	
11	conduct an orientation with the responsible person clarifying their role and responsibilities.	
12	remove a responsible person from the role if the approved provider considers the individual no longer meets the fit and proper requirements	
13	ensure all nominated supervisors and responsible persons are aware of and strictly adhere to the National Mode Code Guidelines including: • adhering to the *Safe Use of Digital Technologies and Online Environments Policy*	

	• only service-issued/approved devices are to be used when taking images or videos of children • personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches, META glasses) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) are not in the possession of any educator, staff member, visitor or volunteer while providing education and care and working directly with children • ensure educators, staff or volunteers submit a written request if seeking an exemption to use or have in their possession a personal electronic device for essential purposes • strict controls are in place for the appropriate storage and retention of images and videos in accordance with our *Record Keeping and Retention Policy*	

RESPONSIBLE PERSON NOTIFICATIONS		
1	Management will notify the regulatory authority of a new nominated supervisor at least 7 days prior to the commencement (or as soon as practicable, but no more than 14 days after commencement)	
2	Management will notify the regulatory authority within 14 days of a suspension or cancellation of a WWCC or other disciplinary action of a nominated supervisor (S. 173(2))	
3	The nominated supervisor will advise educators and staff the educators who have been appointed as a responsible person	
4	The *Responsible Person Poster* clearly identifies the person who is the responsible person on duty. This must be displayed near the entrance to the Service for easy viewing by families and visitors.	

RESPONSIBLE PERSON REGISTER		
1	Responsible person appointments will be recorded on the staff roster, so all educators/staff are aware of who is appointed as responsible person at all times the Service is open	
2	A record of the responsible person will be documented each day via the *Responsible Person Register* on the sign in sheets	
3	The responsible person will complete sign in and out on the *Responsible Person Register* and complete a hand-over with the nominated supervisor or the next responsible person on shift	