



## Determining Responsible Person Policy

### Aim

This Policy has been developed to ensure the safety and wellbeing of children in care of the service is maintained at all times.

### Body

***The Education and Care Services National Regulations require that a responsible person in charge is present at the service at all times the service is educating and caring for children.***

This is to ensure the safety and wellbeing of children in care of the service and to ensure the service operates within the *Education and Care Services National Regulations 2011*.

- A responsible person can be:
  1. The Approved Provider,
  2. The Nominated Supervisor, or
  3. A person covered under the service supervisor certificate
- At CSIROCare Clayton, the Approved Provider is the entity. Therefore, each member of the Executive of the Committee of Management becomes a person with management and control of the service, subject to approval from the Regulatory Authority.
- At CSIROCare Clayton, the Nominated Supervisor is also the Centre Director, subject to approval from the Regulatory Authority.
- At CSIROCare Clayton, a person may be covered under the service supervisor certificate, and be responsible for the day-to-day charge when the Nominated Supervisor is not on duty.
- The Nominated Supervisor at CSIROCare Clayton will determine who may be covered under the service supervisor certificate, and will make an informed decision based on:
  1. holding a Diploma in Children's Services
  2. having at least 12 months experience in a child care centre
  3. having at least 3 months experience at CSIROCare Clayton
  4. having a sound knowledge of CSIROCare policies and procedures
  5. having a sound knowledge of existing families at CSIROCare Clayton
  6. gaining written consent from the employee