BERMAGUI PRESCHOOL



2.08 Responsible Person

Written By

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Aim

A Responsible Person will be on the premises at all times, and the details of the Responsible Person at any time will be clearly displayed and documented for educators, staff and families. The process for determining the Responsible Person will be clear to all educators and staff, and followed at all times.

Responsible Person

The Preschool must always have a Responsible Person physically present at all times. A Responsible Person can be:

- The APPROVED PROVIDER This is a person with management and control of the Preschool.
- The NOMINATED SUPERVISOR This is a person designated by the Preschool as the Nominated Supervisor.
- A RESPONSIBLE PERSON

 This is a person who has been placed in day-to-day charge
 of the service.

The Approved Provider will:

- Ensure Nominated Supervisors and Responsible Persons have a clear understanding of the role of the Responsible Person;
- Ensure the Responsible Person is appropriately skilled and qualified;
- Ensure a Responsible Person is physically present at the centre; and
- A substitute for the Responsible Person will be in present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

- Arrange for the keeping of a "Responsible Person Record". This record will document the current Responsible Person.
- Display the name of the Responsible Person at the main entrance of the service.
- Develop rosters in accordance with the availability of Responsible Persons, centre operation and attendance patterns of children.
- A Responsible Person must complete a 7.14 Responsible Person Consent Form and Staff Record to demonstrate understanding an acceptance of this role.

Relevant Legislation Education and Care Services National Regulations 2011 National Quality Standard 2010

Resources & References

Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011

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Relevant Documentation

7.14 Responsible Person Consent Form and Staff Record

7.13 Confidentiality Agreement

Date Adopted:

September 2020

Review Date:

September 2023

Staff Record: Responsible Person

Full Name

Date of Birth	
Address	
Does this staff member have approval to be a Responsible Person?	□ Yes □ No
Qualifications currently held by this staff member: (please tick and specify name of qualification)	□ Degree: □ Diploma: □ Certificate III: □ First Aid Certificate: Expiry date: □ Anaphylaxis Management Training: Expiry date: □ Asthma Management Training: Expiry date: □ Child Protection Qualification: □ Other
Is this staff member actively working towards an approved qualification?	□ Yes □ No
Is the staff member enrolled in the course for the qualification?	☐ Yes ☐ No (please attach evidence)
Has the staff member commenced the course?	☐ Yes ☐ No (please attach evidence)
Is the staff member making satisfactory progress?	☐ Yes ☐ No (please attach evidence)
Is the staff member meeting the requirements for maintaining enrolment?	
Working with children check	
Applicant declaration and Working with Child Check consent provided?	☐ Yes ☐ No (please attach evidence)
Employer request for background check completed?	☐ Yes ☐ No (please attach evidence)
Written Consent from Responsible Person I understand and accept my responsibilities under the Ec Regulations.	ducation and Care Services National Law and National
Signature	
Date:	1 1
Witness	
Date:	1 1
RESPONSIBLE PERSON CONSENT FORM	(name of Responsible Person)

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of(home address) consent to
being a Responsible Person for Bermagui Preschool (Service approval number SE-00006608) effective from
I understand that as a Responsible Person, I am responsible for the supervision and leadership within Preschool at all times. I understand that I am placed in day-to-day charge of the preschool. My responsibilities include:
ensuring educational programs are: — based on and delivered in accordance with an approved learning framework — based on the developmental needs, interests and experiences of each child — designed to take into account the individual differences of each child
Supervision and safety of children: ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards
 ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment) ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service—except when: — permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or — the supervisor is aware the parent is prohibited by a court order from having contact with the child ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision
Food and beverages:
ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children
 ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day
 Administration of medication: ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations where medication is administered to a child without authorization in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable
 Prescription and non-prescription drugs and alcohol: that while educating and caring for children at the service, they must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children
 Sleep and rest: taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children
 ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorization is sought to take a child on the excursion
 Staffing: ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role.
Signed: Date:
APPROVED PROVIDER DECLARATION:
I, (name), accept the nomination of
(Responsible Person name) to the position of
Responsible Person for Bermagui Preschool.
Signed: Date:
Decition

Compliance History Statement

Please provide information about any compliance action or disciplinary proceedings to which you have been subject under:

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	on and Care Services National Law, including the Education and Care Services National Regulations, and aws listed at Table 1. below, in any Australian state or territory.
Have you ever had a	supervisor certificate that was suspended or cancelled by the regulatory authority?
	☐ Yes – please provide details below ☐ No
, (insert full name) _	
of, (insert address) _	
and horn on (insert o	late of birth) declare that:
	tion provided in this statement is true and complete, and that I may be subject to penalties under a Commonwealth or State or Territory Act if I provide false or
misleading	information.
Signed:	Date:/
	Table 1
Other relevant laws Australian state or	s, including children's services laws, education laws and former education and care services laws in any territory
Australian Capital	Children and Young People Act 2008
Territory	Education Act 2004
New South Wales	Children and Young Persons (Care and Protection) Act 1998
	Education Act 1990
	Institute of Teachers Act 2004

Bermagui Preschool Cooperative Society Ltd

Teaching Service Act 1980

Confidentiality Agreement

You are required to keep sensitive information relating to children, families, staff, management and the operation of the service confidential at all times.

I hereby agree to respect the rights of all individuals involved with the Preschool and will maintain privacy of children, families and staff, by not disclosing personal information to third parties, unless there is a legislative requirement to do so.

I and agree to	perform the duties expected of me	have read a	nd fully und	erstand the	details of thi	s induction
Signed:			_			
Name:			-			
Date:			_			