

Responsible Person

Policy Statement

A responsible person nominated by the Approved Provider will be present at the Service each day in order to ensure the program is run effectively and the best possible care is provided to all children.

Policy Considerations

- National Quality Standards/Elements: 4.1 (Staffing Arrangements), 4.2 (Professionalism), 7.1.3 (Roles and responsibilities), 7.2 (Leadership)
- National Regulations 117A, 117B, 117C

Procedure

- A responsible person will be present at the Service at all times. The responsible person may be:
 - The Approved Provider or person with management or control
 - A Nominated Supervisor
 - A person in day-to-day charge of the Service
- The Nominated Supervisor will be selected by the Approved Provider. The Nominated Supervisor must meet the minimum requirements set out in regulation 117C and consent to their placement in writing.
- The person in day-to-day charge of the Service will be selected by the Nominated Supervisor or Approved Provider. The person in day-to-day charge must meet the minimum requirements set out in regulation 117B and consent to their placement in writing.
- The Approved Provider or Nominated Supervisor may remove a person in day-to-day charge from their position if they become aware of a reason that could prevent the person from being suitable for the position.

Document Version Control

Version Date	Changes
05/12/2018	Full review
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