



Responsible Personnel Policy

Covers

→ Determining the Responsible Personnel Procedure

Intention

Nurturing Family Day Care Scheme endeavours to grow and succeed within the community and as such places the highest of standards and expectations on those that lead and are responsible for the day to day running of the scheme and all its associated personnel. It is currently the role of the approved providers to lead and expand Nurturing Family Day Care Scheme.

Overview

This policy, and all policies and procedures that are associated with the Responsible Personnel Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- The requirements of approved providers to run the scheme each day.

The approved provider will ensure -

- That one is available each day, across the times that any educator is open and providing education and care.
- That if under any circumstances the approved providers are both incapacitated that a responsible person within the scheme (a family day care educator) will be nominated to run the day to day business until such time as one of the approved providers is able to resume their position.
- The approved providers will notify the regulatory authorities of any change to the nominated supervisor/s (with written consent), their name/s or contact details 7 days prior to the change or if not possible within 7 days of the changes occurring.
- The device (with the associated Fully Booked app) used by families and authorised to collect individuals to sign a child in and out of the education and care setting contains the contact information of the approved providers, as well as having approved provider contact information on all emails.

Determining the Responsible Personnel Procedure

Nurturing Family Day Care Scheme has determined that the approved providers, Louise Back and Kylie Bishoff will be the only nominated supervisors/personnel placed in charge of the day to day running of the business until this policy is reviewed each year.



A responsible person is an individual that can be designated as such by the approved providers at a service level, and if for any reason both individuals are to be deemed unable to be in this position, a person will be chosen from the existing family day care educators to step into the role of person in charge until such time either Louise Back or Kylie Bishoff can resume their role.

A responsible person (a person in day to day charge of a service) will be one that –

- Is over the age of 18.
- Is determined to be fit and proper.
- Has adequate knowledge and understanding of the provision of education and care to children.
- Has the ability to effectively supervise and manage education and care service.
- Has undertaken child protection training as required in Queensland.
- Has given written consent to this role.

Nurturing Family Day Care Scheme understands that the regulatory authorities have the power to restrict an individual from being in charge of the day to day running of the scheme, or place conditions upon their role. A person may be relieved of their role and if at any time the approved provider becomes aware of any situation goes against this policy.

When considering a person to be a nominated supervisor or a person in day to day charge of a service, the approved provider will also consider -

- The history of the person's compliance with the National Law, any previous education and care service's law, a children's services law and/or educational law.
- A supervisor certificate previously issued to that person, including any conditions listed.
- A resume detailing past experience, especially in the education and care industry.
- References detailing previous experience and compliance within the education and care industry.
- Transcripts indicating study in an education and care qualification.

Sources

Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 5, Definitions.
- Section 44, Form of application.
- Section 56, Notice of change to nominated supervisor
- Section 161, Offence to operate education and care service without nominated supervisor.
- Section 164, Offence relating to assistance to family day care educators.
- Section 173, Offence to fail to notify certain circumstances to Regulatory Authority.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 176, Time to notify certain information to Regulatory Authority.
- Reg 35, Notice of change to nominated supervisor
- Reg 146, Nominated supervisor.
- Reg 168, Education and care services must have policies and procedures.
- Reg 183, Storage of records and other documents

National Quality Standard (Updated February 2018)

- 4.1, Staffing arrangements enhance children's learning and development.
- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 7.1, Governance supports the operation of a quality service.



- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

Early Years Learning Framework

ACECQA

Department of Education, Employment and Workplace Relations

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

March 2018

October 2018

September 2019

June 2020

June 2021

June 2022

June 2023

June 2024

Next review: June 2025