

## POLICY

### POLICY 49: STAFFING – DETERMINING THE RESPONSIBLE PERSONS PRESENT

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Service  
**Policy:** Services and Programs

#### POLICY:

Our Village Family Childcare Service is committed to professionalism, confidentiality and ethical conduct. The service understands its responsibility to maintain appropriate management, Coordination Unit and Educator arrangements for the service that reflects the legal status and authority to hold provider approval and service approval and effectively manage the service.

Educators are able to access the Manager (Nominated Supervisor) and/or Approved Provider and/or a Coordinator and/or the Child Youth and Family Services General Manager of the service at all times through one of the following:

- phone (landline)
- mobile phone
- email
- text message
- face to face

#### SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Management Staff, Volunteers and Students of Our Village Family Childcare Service.

#### RATIONALE:

To ensure that Our Village Family Childcare Service operates according to the Education and Care Service National Regulations 2012, Education and Care Services National Law Act 2010 in that SCH Management, and Coordination Unit staff are aware of the responsibilities of the service.

#### PROCESS:

##### ***Sunbury Community Health (Approved Provider) will:***

- Ensure the responsible person is appropriately skilled and qualified.
- Ensure the Manager (Nominated Supervisor) and Coordinators have a clear understanding of the role of the Responsible Person.
- A written undertaking will be conducted by the Responsible Person.
- Ensure that there is a contingency plan for the service in time of illness or extended leave of the Manager (Nominated Supervisor).
- The Coordination Unit staff will be available for support and assistance to Educators at all times the service operates. Assistance can be provided by the Manager (Nominated Supervisor) or a coordinator.

- The names and phone numbers of the Responsible Person in charge of the service at any given time is displayed so that it is easily visible to anyone at all times at the location of the principle office.
- Every residence will have displayed names and contact details for the Manager (Nominated Supervisor), Coordination Unit staff, General Manager . Child, Youth and Family Services (CYFS) and SCH CEO.
- Our Village Family Childcare will comply with the Regulatory Authority requirements in relation to the approval of Coordinators, Manager (Nominated Supervisor) in accordance with the approved providers Supervisor Certificate.

All staff at Our Village Family Childcare have access to the mobile phone numbers for the Manager (Nominated Supervisor), Coordinators, CYFS General Manager and SCH CEO (Approved Provider).

1. If the Manager (Nominated Supervisor) or Approved Provider is unavailable then a Coordinator will be placed in day to day charge of the service . the process will be in accordance with the Education and Care Services National Regulations 2012, Regulation 54.
2. Educators seeking support, guidance or a decision are required to phone the Coordination Unit to speak to a Coordinator. The Manager (Nominated Supervisor) or Responsible Person in charge will respond to any issues arising where the health and safety of a child is at risk or the issue involves a breach of the Education and Care Service National Regulations 2012.
  - During office hours, if Manager (Nominated Supervisor) is not on site:
    - The Educator shall seek to speak with a Co-ordination Unit staff member who will contact Manager (Nominated Supervisor) by mobile phone if required and/or where the health, safety and wellbeing of a child is at risk.
    - The Manager (Nominated Supervisor) will return the Educators call as soon as possible.

## DEFINITIONS:

### ***Responsible Person:***

- is an individual or, in any other case, a person with management or control of an education and care service operated by the approved provider.
- the Manager (Nominated Supervisor)of the service.
- a coordinator who has been placed in day to day charge of the service in accordance with the Education and Care Service National Regulations 2012.


**REFERENCES:**

Education and Care Services National Regulations, 2011 . Regulation 168

**RELATED DOCUMENTS:**

- Staffing . Code of Conduct - 40
- Child Safe Environment & Child Protection - 7
- (SCH) Duty of Care Policy

*This box to be completed after final draft has been approved.*

<b>Issue Date:</b>	November 2016	<b>Previous Review(s):</b>	Feb '14, Jul '15
<b>Issue Number:</b>	Three (3)	<b>Next Review:</b>	November 2019
<b>Owner:</b>	Manager, Family Day Care	<p><b>Signed in accordance with Deed of Delegation:</b></p> <p style="text-align: right;">1/12/2016</p> <p>X </p> <hr/> <p>Marcus Bosch General Manager, Child, Youth &amp; Family Services Signed by: Marcus Bosch</p>	