

10.22.1 Determining the Responsible Person Checklist, Delegation and Consent

Name: _____ **Position:** _____ **Date of birth:** / / **(must be over 18)**

The Education and Care Services National Law Act 2010 requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person is either the Approved Provider (or the person in management or control of the service), the Nominated Supervisor of the service, or an Educator who has been placed in day-to-day charge of the service.

A Responsible Person placed in day-to-day charge of a service does not have any statutory responsibilities under the National Law and Regulations and the Nominated Supervisors' responsibilities do not pass to them in the Nominated Supervisor's absence. However, the Responsible Person is still responsible for ensuring the service continues to comply with the law and regulations as well as the service's own policy and procedures.

A Responsible Person in Charge's role is to:

- Have a sound understanding of the requirements and obligations set out under the Education and Care Services National Law Act (2010) and Regulations (2011);
- Ensure that the service operates within the Education and Care Services National Law Act (2010) and Regulations (2011);
- Ensure the service meets the National Quality Standards.
- Communicate all incidents involving children, educators, or visitors to the service to the Nominated supervisor and/or Approved Provider within a reasonable timeframe.
- Respond to requests and enquiries from parents, educators, and management.

Qualifications

Criteria	Details/Evidence	Yes/No
Must hold or be actively working towards minimum 2 year or higher relevant qualification as per ACECQA register	<input type="checkbox"/> Detail qualification working towards or obtained (consider a 50% completion requirement as a better practice in determining the responsible person)	
First Aid, Asthma and Anaphylaxis	<input type="checkbox"/> Detail when completed and course code/s	
Working with Children Check	<input type="checkbox"/> Number, valid and expiry	

Knowledge

Criteria	Details/Evidence	Yes/No
Understanding of the Education and Care Services National Law Act 2010 and Regulations 2011	<input type="checkbox"/> Attending training <input type="checkbox"/> Completed knowledge test	
Understanding of other relevant laws and provisions such as Child Protection, Work Health, Food Handling, etc.	<input type="checkbox"/> Attending training <input type="checkbox"/> Completed knowledge test	
Knowledge (extensive) of service policies and procedures including opening/closing procedures	<input type="checkbox"/> Signed staff handbook and/or acknowledgement of service policy	

Skills

Criteria	Details/Evidence	Yes/No
Capacity to implement emergency and evacuation procedures	<input type="checkbox"/> Emergency procedure rehearsal review	
Ability to attend to parent inquiries (either directly or by referral)	<input type="checkbox"/> Training	
Capacity to supervise, manage and lead other educators	<input type="checkbox"/> Training	
Capacity to ensure the safety and wellbeing of all children being educated and cared for while they are the responsible person	<input type="checkbox"/> Training	
Ability to reflect and evaluate their performance as the responsible person	<input type="checkbox"/> Can provide feedback and identify opportunities for improvement	

Work experience

Criteria	Details/Evidence	Yes/No
Demonstrated ability to respond to incidents involving children's health and safety	<input type="checkbox"/> Training <input type="checkbox"/> Practical application	
Demonstrated ability to respond to incidents involving the health and safety of educators, volunteers and family members present at the service	<input type="checkbox"/> Training <input type="checkbox"/> Practical application	
Demonstrated ability to effectively make written records of incidents	<input type="checkbox"/> Training <input type="checkbox"/> Practical application	
Demonstrated ability to effectively communicate with children, families, staff and management	<input type="checkbox"/> Training <input type="checkbox"/> Practical application <input type="checkbox"/>	
Demonstrated ability to effectively communicate with school and relevant authorities	<input type="checkbox"/> Training <input type="checkbox"/> Practical application	
Demonstrated ability to understand and articulate practice	<input type="checkbox"/> Training <input type="checkbox"/> Practical application	

Consent: Iconsent to take on the role of Responsible Person in day-to-day charge of **Currumbin Kids Club** and make a declaration as follows:

- I have read the role description that forms part of this documentation and agree to the conditions outlined.
- I am confident in my knowledge and can perform all requirements of the role when placed in day-to-day charge of the service.
- I have not been subject to any compliance actions or disciplinary proceedings under the Education and Care Services National Law Act (2010) and Regulations (2011).

Signature of Appointee to Responsible Person role:
_____ Date: _____

Designation by Nominated Supervisor/Approved Provider:

Name: _____ Signature: _____ Position: _____
_____ Date: _____