



## Determining the Responsible Person and Staffing Arrangements Policy

**Policy Number:** 6

**Date Updated:** 14/05/2018

### **Rationale and Policy Considerations**

Merino Court Childcare Centre recognises that it has a responsibility to ensure that consistent, high quality care is provided and that adequate staffing is arranged to comply with the Education and Care Services National Regulations 2012.

These Regulations also require a suitable person to be in charge of the day-to-day running of the centre at all times to meet the needs of the children, families, educators and management.

### **Legislation and Government Requirements**

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.

### **Needs**

#### **Children's**

Adequate supervision, needs met on a consistent basis, familiar staff who know them, security.

#### **Families'**

Knowledge that their child/ren are being cared for in their absence, person available to answer their questions and take responsibility when Nominated Supervisor is not present.

#### **Educators**

Suitable options for relief when needed, knowledge of who is responsible for day-to-day decisions, training in dealing with parent concerns/questions.

#### **Management**

Confidence that regulatory requirements are being met, reliable relief staff, educators who are confident in dealing with families.

### **Scope**

This policy is written for staff of Merino Court Childcare Centre

### **Policy Statement**

Merino Court Childcare Centre aims to provide a consistent environment for the children in our care. As such, we have Authorised Supervisors to act in place of the Nominated Supervisor/Approved Provider when they are away. This person will be responsible for making day-to-day decisions based on the policies and procedures that have already been established. In order to provide consistent care, policies and procedures are established to meet staffing requirements in the event of an emergency or staff absence.

### **Policy Principles**

#### **Determining the Responsible Person**

- The centre has an Approved Provider who holds the final responsibility for decision making.
- The Nominated Supervisor is responsible for the day-to-day management of the service including;
  - Staffing issues
  - Dealing with families
  - Meeting regulatory requirements
  - Working with and reporting to the Approved Provider

- In the absence of the Approved Provider and Nominated Supervisor, an Authorised Supervisor will take on the responsibility for the day-to-day management.
- The service has multiple Educators who have met the requirements to be approved for this role. Each Authorised Supervisor holds a Supervisor certificate issued by the Education and Care Regulatory Unit.
- Staff who are given this responsibility have experience in childcare and, where possible, experience at MCCC.
- The person responsible for the day-to-day management of the service at any particular time will be displayed in the foyer with a staff roster displayed highlighting hours as Responsible Person.

### Indisposed Staff

- The following procedures are in place to cover staff absences
  - If a staff member fails to show up for work;
    - Contact the staff member to confirm if they are delayed or not coming.
    - Contact the Nominated Supervisor to find out if the staff member needs to be replaced.
    - Follow the directions of the Nominated Supervisor, which may include ringing relief staff or contacting existing staff to swap shifts.
    - If Nominated Supervisor or Approved Provider is unavailable, organise relief staff to fill in the required shift.
    - At all times ensure the children are being supervised appropriately.
  - If a staff member calls in sick;
    - Contact the Nominated Supervisor and follow directions given.
    - If Nominated Supervisor or Approved Provider is unavailable, contact relief staff to fill in shift.
  - If a staff member becomes ill or needs to leave for an emergency;
    - Rearrange staff and children to cover the immediate needs.
    - If the Nominated Supervisor or extra staff are not available to come onto the floor, contact relief staff to arrange for the shift to be covered.

### Related Documents

NQS

### Links to other policies

Supervision  
Recruitment

### Further Sources

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.

### Document History

Version	Date updated
Determining the Responsible Person and Staffing Arrangements Policy	16 October 2014
Determining the Responsible Person and Staffing Arrangements Policy	17 <sup>th</sup> September 2015
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