

## YMCA Geelong- Responsible Person in Children's Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 155-O	04/04/2014	20/03/2017	APPROVED

### 1. RESPONSIBLE PERSON IN CHILDREN'S SERVICES POLICY

### 2. INTRODUCTION

YMCA Geelong Children's Services must ensure a responsible person is always present at the service whenever the service is educating and caring for children, in accordance with the Education and Care National Regulations, 2011. The responsible person must be the Approved Provider, Nominated Supervisor or a Certified Supervisor (now known as Educational Leader/Supervisor on Duty).

### 3. POLICY

To operate a YMCA Education and Care service, a responsible person must be present whenever the service is educating and caring for children.

In compliance with section 162 (1) (a) to (c) of the Education and Care Service Act 2010 a responsible person must be;

- a) The approved provider, if the approved provider 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 (ie. YMCA Manager);
- b) The nominated supervisor of the service
- c) Educational Leader/Supervisor on Duty – formerly known as a certified supervisor who has been placed in day to day charge of the service in accordance with the national regulations

The YMCA service will display the name and position of the responsible person in charge of the education and care service at any given time, in accordance with Regulation 173 (2) © of the Education and Care Services National Regulations.

YMCA Education and Care services will ensure at all times this information is accurately recorded and available in all applicable Educators Human Resources files at the approved premises of the service.

## 4. DEFINITIONS

### **Approved Provider:**

Formerly known as the licensee of a children's service, an approved provider is the company, incorporated entity/body or proprietor who own or operates an Education and Care Service.

### **Nominated Supervisor:**

The Nominated Supervisor is the person with responsibility for the day to day management of the service. People who hold Supervisor Certificates are eligible to be a Nominated Supervisor of a service. If a service employs two or more educators who hold supervisor certificates, any one of them could consent to be the Nominated Supervisor but only one can be appointed to the position.

### **Educational Leader:**

The educational leader might be a nominated supervisor (who has suitable experience and qualifications), an early childhood teacher, a manager or a diploma qualified educator within the service. The regulations do not specify a minimum qualification or the number of hours the educational leader should work, or whether this person must work directly with children.

This person may have suitable qualifications and experience, as well as a thorough understanding of the Early Years Learning Framework and/or the Framework for School Age Care (or other approved learning framework) to be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.

The National Regulations require the approved provider to appoint the educational leader in writing, and note this designation in the staff record of the service.

### **Educator:**

Educators in a service must have (or be actively working towards) at least an approved diploma level education and care qualification.

The remaining educators necessary to meet minimum educator to child ratios are required to have (or be actively working towards) at least an approved Certificate III level education and care qualification.

A list of approved qualifications is published by ACECQA.

## 5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services and Vacation Care conducted by YMCA Geelong.

## 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (ie policy compliance). Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.  All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Community Programs Co-ordinator	Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

## 7. MONITORING, EVALUATION AND REVIEW

The Water Safety in Children's Services Policy will be reviewed three years from the date of initial approval in accordance with the YMCA Geelong Policy Framework and National Quality Framework.

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Co-ordinator. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [Australian Children's Education and Care Quality Authority \(ACECQA\) Nominated Supervisor Factsheet](#)
7. [ACECQA Certified Information Factsheet](#)
8. [ACECQA Provider Approval Factsheet](#)

Approved by: Chief Executive Officer

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Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	20/3/2017	Kimberley Maher	Policy update Educator definition, Educational Leader definition, removal of certified supervisor and supervisor certificate, no longer applicable

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc.