



Maldon Neighbourhood Centre Occasional Childcare

## Determining the Responsible Person of the Service Policy

### PURPOSE

MNC must ensure that a responsible person is present at the service at all times the service is educating and caring for children. This information will be current and displayed at the entrance to the childcare space.

The responsible person will be known as the Nominated Supervisor and in their absence the person in day to day charge of the service.

### ROLES AND RESPONSIBILITIES

Nominated Supervisor/Person in day to day charge	Responsible for: <ul style="list-style-type: none"> <li>- Acknowledging this responsibility in writing</li> <li>- Being in charge of this service when on duty and available to support Educators</li> <li>- Designating the person in charge of the service and available to support Educators in their absence</li> <li>- Ensure that the name of the Nominated Supervisor(s) is documented and displayed</li> </ul>
Centre Coordinator	Responsible for: <ul style="list-style-type: none"> <li>- Determining and documenting the suitability of the person as stated in the responsible person requirements</li> <li>- Obtaining the Nominated Supervisor's written consent</li> <li>- Ensuring the service remains compliant</li> </ul>
Approved Provider	Accountable for: <ul style="list-style-type: none"> <li>- Ensuring implementation and compliance with this policy and procedure</li> <li>- Must sign off on appointments to the Nominated Supervisor position</li> </ul>

If the Nominated Supervisor is unable to designate a person in charge (for example, in the case of sudden illness) the Approved Provider will designate a suitable person in charge.

In an emergency and in the absence or unavailability of the Nominated Supervisor and Approved Provider whomever is in charge at the time as the authority to designate a replacement.

All staff members assessed by MNC as having the knowledge and expertise to be placed in day to day charge will be nominated to be a person in charge, if they agree to be nominated.

### RELATED DOCUMENTS

Determining the Responsible Person of the Service Procedure  
 Centre Coordinator Position Description  
 Childcare Coordinator Position Description

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