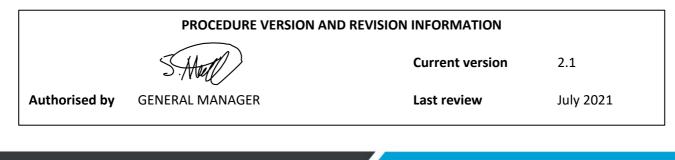# Responsible Person Delegation Procedure

This procedure should be read in conjunction with the 'Staffing Arrangements Policy'

Appointing a Responsible Person

- The Approved Provider and/or Nominated Supervisor will seek the consent of a number of appropriately qualified and experienced staff, to become Responsible Persons, to act in place of the Nominated Supervisor when necessary.

- When appointing a Responsible Person they must fulfil the following requirements:
    a. be 18 years or older
    b. have adequate knowledge and understanding of the provision of education and care to children
    c. have the ability to effectively supervise and manage an education and care service.
    d. provide a National Criminal History Check showing no relevant disclosable offences

- The Responsible Person must hold and maintain current approved and accredited:
    a. First aid qualifications, including emergency asthma management and anaphylaxis management training
    b. CHCPRT001 Identify and respond to children and young people at risk

- For any Responsible Person who is not either a Person with Management or Control of the Approved Provider, or the Nominated Supervisor of the service, the Responsible Person checklist will be completed prior to appointment and kept on file as a record of how the person was determined to be fit for the role.

Determining the Responsible Person at the Service

- The Centre Manager will ensure a Responsible Person is designated to be on-duty at all times whilst the service is caring for children.

- The Responsible Person on duty will be displayed in the front foyer (along with other Emergency Roles) and updated throughout the day if this changes

- The times each person is responsible will be recorded as a record of who the Responsible Person was during the operating hours of the service.

- At any such time that the 'Nominated Supervisor' is at the centre, they are considered to be the Responsible Person.

PROCEDURE VERSION AND REVISION INFORMATION		
	Current version	2.1
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