Early Years Policy – Determining the Responsible Person at an Early Years Service

Attachment 1 - Responsibilities of a Person in Day-to-Day Charge

The below information has been adapted from the Australian Children’s Education and Care Quality Authority, National Quality Framework, Nominated Supervisors Information Sheet.

As the person responsible for the day-to-day management of an approved service, nominated supervisors have a range of responsibilities under the National Law and National Regulations including:

Educational programs

Ensuring educational programs are:

* based on and delivered in accordance with an approved learning framework
* based on the developmental needs, interests and experiences of each child
* designed to take into account the individual differences of each child (*National Law, Section 168*)

*Supervision and safety of children*

* ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards (*National Law, Sections 165-167*)

*Entry to and exit from the premises*

* ensuring children do not leave the education and care service premises, except in accordance with the National Regulations, for example, with a parent, on an authorised excursion, or for emergency medical treatment
* ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service—except when:
	+ permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Regulations, or
	+ the supervisor is aware the parent is prohibited by a court order from having contact with the child (*Regulation 99*)
* ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present, unless the person is under direct supervision (*National Law, Section 170*)

*Food and beverages*

* ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service, to minimise risks to children (*Regulation 77*)
* ensuring children being cared for by the service have access to safe drinking water at all times, and are offered food and beverages on a regular basis throughout the day (*Regulation 78*)
* ensuring that, where food and beverages are supplied by the service, they are:
	+ nutritious and adequate in quantity
	+ chosen with regard to the dietary requirements of individual children (*Regulation 79*)
* ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents (*Regulation 80*)

*Administration of medication*

* ensuring that medication is not administered to a child being cared for by the service, unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations (*Regulations 93-96*)
* where medication is administered to a child without authorisation, in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable (*Regulation 94*)

*Prescription and non-prescription drugs and alcohol*

* that while educating and caring for children at the service, all staff must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children (*Regulation 83*)

*Sleep and rest*

* taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children (*Regulation 81*)

*Excursions*

* ensuring that a risk assessment is conducted before an excursion, in accordance with the National Regulations (*Regulations 100-101*), and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion (*Regulation 102*)
* transportation of children, other than part of an excursion (if applicable)
* ensuring that a risk assessment is carried out in accordance with *Regulation 102C* before an authorisation referred to in *Regulation 102D(4)* is sought to transport a child (*Regulation 102B*)

*Staffing*

* ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator’s role (*Regulations 123 - 128*)

 *above*