29 January 2024

Full Name:

**Re: Consent to be responsible person in charge**

I hereby acknowledge and support the recommendation of you as a responsible person in day-to-day charge when required. You will be advised when you are required to work in this role in a Macedon Ranges Shire Council Education and Care service, as per the requirements stated in the revised National Quality Framework and National Law. Being in day-to-day charge does not place any additional legal responsibilities on you as a person under the National Law. The responsibilities relevant to educators under the National Law continue to apply.

A person in day-to-day charge must:

* be 18 years or older
* Have adequate knowledge and understanding of the provision of education and care to children
* Have an ability to effectively supervise and manage an education and care service
* Have completed child protection training and understand the obligations in relation to child protection laws
* Hold a current and valid Working With Children Check or VIT card and comply with working with children laws
* NOT currently be subject to a prohibition notice under the Education and Care Services National Law

To ensure compliance is met and validated, please complete the attached compliance history statement form, as recommended through the Australian Children’s Education and Care Quality Authority (ACECQA), sign the agreement below and return to me, to be copied and retained in your personal file and service staff record.

If you have any questions in relation to the above matter, please do not hesitate to contact meon 5422 0251.

Yours sincerely



**Samantha Waymouth**

**Coordinator Early Years Services**

**Community Services Department**

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| **AGREEMENT**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the responsibility as the responsible person in day-to-day charge within my current role for Macedon Ranges Shire Council’s kindergartens during the absence of the nominated supervisor or rostered responsible person (refer to form 8). I understand and accept my responsibility under the Education and Care Services National Law and National Regulations. I will ensure that I write my name on the Responsible Person in Charge information displayed (form 8) near the main entrance to the service when I am required in this role.I commit to being:* Aware of and able to apply the above law and regulations
* Able to apply Macedon Ranges Shire Council’s Procedures and Policies
* Able to manage challenging situations
* Able to support other educators, all children and their families
* Able to respond efficiently and effectively in emergency situations

I have completed and signed the compliance history statement to be retained in my personal file/staff record.SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |