



Determining the Responsible Person Policy



Policy Number	QA4/1	Title	Determining the RPIC Policy
Revision	2.1	Written By	Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 2.0	Effective Date	

1. Policy Statement

A Responsible Person must always be physically present when the Service is educating and caring for children. This person, appointed by the Approved Provider or Nominated Supervisor, must be over 18 years old, have completed child protection (CHCPRT025 Identify and Report Children and Young People at Risk (RTO ID 90842)), First Aid courses (HLTAID012 Provide First Aid in an education and care setting HLTAID011 Provide First Aid HLTAID010 Provide basic emergency life support HLTAID009 Provide cardiopulmonary resuscitation), and possess sufficient knowledge to manage the day-to-day operations of the Service. This ensures the health, safety, and well-being of the children are upheld in accordance with relevant laws and regulations. On top of that, a Responsible Person will possess the ability to delegate educators, other staff to areas to ensure quality supervision.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for appointing a responsible person in charge.

3. Definition

A staff member over 18 years old, with a valid Working With Children Check (WWCC), First Aid certification and Child Protection training. This person has been appointed and provides written consent to take on the role of the RPIC.

4. Procedure

At Eastwood Heights OOSH a Responsible Person is appointed for every shift. The name of the RPIC will be prominently displayed at the entrance to the Service during their shift to ensure families, staff, and visitors are aware of who is responsible for the day-to-day operations.

4.1 Appointment and Documentation

The Nominated Supervisor or Approved Provider will appoint an RPIC at the start of each shift, ensuring they meet the requirements as outlined in Regulation 117A-C and Regulation 150.

The RPIC will sign in at the start of their shift and out at the end, recording the times in the Sign in sheet. This documentation ensures that the Service meets its legal obligations to always have an RPIC on-site.

4.2 Training and Qualifications

The RPIC must have completed Child Protection Training, hold a valid WWCC, and have completed **First Aid** certification. The RPIC must be deemed a ‘fit and proper’ person for the role and provide written consent to undertake the responsibilities of an RPIC.

4.3 Handover Process

If the RPIC needs to leave the premises, a handover to another qualified educator will be documented. The details of the new RPIC will be updated in the Responsible Person Register, and will be made visible to staff, families, and visitors.

5. Roles and Responsibilities

Approved Provider	Ensures that a Responsible Person is appointed during every operational hour and that they meet the necessary qualifications. The Approved Provider also monitors the RPIC's performance and ensures the policy is reviewed and updated regularly.
Nominated Supervisor	Responsible for appointing the RPIC, ensuring compliance with the policy, and supporting the RPIC during their shift. They will also ensure proper documentation of the RPIC's responsibilities.
Responsible Person in Charge	Ensures that they are physically present during their shift, maintaining the safety and operational standards of the Service. They act as the point of contact for any emergencies, inquiries, or issues that arise during their shift.

4. References

4.1. Statutory Authority

Education and Care Services National Law Act 2010 (Regulation 150, 168, 173,177)

National Quality Standard (Standard 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2)

Disability Discrimination Act 1992

Anti-discrimination Act 1977 (NSW)

Work Health and Safety Act 2011

4.2. Relevant Service Policies

- Conditions of Employment Policy
- Supervision Policy

- Child Protection Policy
- Child Safe Policy
- Interactions With Children Policy
- Child Safe Environment Policy
- Behaviour Management Policy
- Incident, Injury, Trauma Policy
- Educator Code Of Conduct

4.3. National Frameworks

- National Quality Framework (NQF)
- National Quality Standard (NQS)
- My Time, Our Place (MTOPI)
- The Early Years Learning Framework (EYLF)

5. Legislative Requirements.

Education and Care Services National Law Act 2010

Regulation 117A	Placing a person in day to day charge
Regulation 117B	Minimum requirements for a person in day to day charge
Regulation 117C	Minimum requirements for a nominated supervisor
Regulation 150	Responsible Person
Regulation 168	Policies and procedures, including medication management
Regulation 173	Prescribed information to be displayed
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider

Revision Chronology

Version Number	Date	Reason for Change
1.0	April 2018	Endorsed by OOSH executive committee
2.0	February 2021	Updated policy
2.1	October 2024	Updated policy with new policy template