




Responsible Service Record Procedure

	<p>WHAT are we talking about in this document? This procedure is related to recording the Responsible Person on duty.</p>
	<p>WHO is this for? This procedure applies to staff and management of the service.</p>
	<p>WHY do we need this procedure? We will ensure a Responsible Person is physically on the premises at all times children are being educated and cared for.</p>

THE IMPORTANT STUFF

Definitions for Responsible Person

NAME	DEFINITION
Nominated Supervisor	A person with responsibility for the day-to-day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.
Person in day-to-day charge (PIDTDC)	A person who is physically at the service and has the role of Nominated Supervisor or duly appointed person. The Responsible Person has consented to be placed in day-to-day charge of the service but does not take on the responsibilities of the Nominated Supervisor rather, they ensure the consistency and continuity in practices.

This procedure is to be followed when you are the Responsible Person. This record is to be kept for record keeping and retention reasons. Please file in a confidential place with notes from the day.

Responsible Person/Nominated Supervisor must:

- If you are the FIRST rostered Responsible Person/Supervising Officer in Charge write the date on the Responsible Service Record.
- Write your full name and time your shift begins in the Time in Column.
- Tick that you have changed the indicator on display to your name.
- Take the clipboard with you throughout your shift as the Responsible Person. Ensure you are aware of who is rostered to be the Responsible Person next and what time.
- Hand over to the next rostered Responsible Person. Let them know about any issues, incidents etc.
- Complete the Time Out column, who you are handing over to and sign.
- Record any notes in the Responsible Service Record File.
- The next person rostered on as the Responsible Person must now write their full name and time their shift begins in the Time in column.
- Repeat steps 3 through to 7.
- The LAST Responsible Person, must remove the Responsible Service Record from the clipboard revealing a blank one beneath ready for the next day. File the completed Responsible Person Record in the Responsible Service Record File.

The Centre Coordinator must:

Check the Responsible Service Record is completed daily and correctly.

FOOTNOTES

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Children’s Education & Care Authority. (2017). Responsible Person Requirements for Approved Providers: <https://www.acecqa.gov.au/sites/default/files/2018-09/ResponsiblePersonRequirements.pdf>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2017
- ECA Code of Ethics.
- Guide to the National Quality Standard (2017/2018)

Related regulations and standards

National Quality Standards (NQS)

Quality Area 4: Staffing Arrangements		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

Education and Care Services National Regulations	
150	Responsible Person
168	Education and care service must have policies and procedures
173	Prescribed information to be displayed
177	Prescribed records

Education and Care Services National Law (WA) Act 2012	
162	Offence to operate education and care service unless responsible person is present
162A	Persons in day-to-day charge and nominated supervisors to have child protection training
169	Offence relating to staffing arrangements