



Determining the Responsible Person and Educator Arrangements Policy

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Rationale and Policy Considerations

Lifestreamers Early Learning (LEL) recognises that it has a responsibility to ensure that consistent, high-quality care is provided and that adequate staffing is arranged to comply with the Education and Care Services National Regulations 2012.

These Regulations also require a suitable person to be in charge of the day-to-day running of the centre at all times to meet the needs of the children, families, educators and management.

Scope

This policy is written for educators of Lifestreamers Early Learning (LEL)

Most relevant policies and procedures

- Governance, management, records and confidentiality policy
- Recruitment of educator's policy
- Supervision policy

Policy Statement

Lifestreamers Early Learning aims to provide a consistent environment for the children in our care. As such, we have a Responsible Person to act in place of the Nominated Supervisor/Approved Provider when they are unavailable. This person will be responsible for making day-to-day decisions based on the policies and procedures that have already been established.

To provide consistent care, policies and procedures are established to meet educator requirements in the event of an emergency or educator absence.

Policy Principles

Duties of the Responsible Person

- LEL has an Approved Provider who holds the final responsibility for decision making.
- The Nominated Supervisor is responsible for the day-to-day management of LEL including;
 - Educator issues
 - Dealing with families
 - Meeting regulatory requirements
 - Working with and reporting to the Approved Provider
- In the absence of the Approved Provider and Nominated Supervisor, a Responsible Person will take on the responsibility for the day-to-day management.
- LEL has multiple educators who have met the requirements to be approved for this role. Each Responsible Person will give consent to be appointed as the RP in day-to-day charge of LEL. Educators who are given this responsibility have experience in the Early Learning sector and, where possible, experience at LEL.
- Additional to the day-to-day management, RP will also manage ratio checks of all rooms and educators between 7:30am – 9am and 4pm until 5:30pm, physical counting of each child to be done by both room educators and RP and confirming the numbers match the App
- The person responsible for the day-to-day management of LEL at any time will be displayed in the hallway.
- All RP will receive training in where to find relevant information, how to respond in situations, and health and safety procedures.

Determining the Responsible Person

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
- can effectively supervise and manage an education and care service.

The approved provider or the nominated supervisor must have regard to:

- the person's history of compliance with the National Law and other relevant laws
- any decision under the Law to refuse, suspend, refuse to renew, or cancel a license, approval, registration, certification or other authorisation granted to the person under the National Law and other relevant laws.

Indisposed Educators

- The following procedures are in place to cover educator absences
 - If an educator fails to show up for work the educator on duty will;
 - Contact the educator to confirm if they are delayed or not coming.
 - Contact the Nominated Supervisor to find out if the educator needs to be replaced.
 - Follow the directions of the Nominated Supervisor, which may include ringing relief educators or contacting existing educators to swap shifts.
 - If Nominated Supervisor or Approved Provider are unavailable, organise a relief educator to fill the required shift.
 - At all times ensure the children are supervised appropriately.
 - If an educator calls in sick, the educator on duty will;
 - Contact the Nominated Supervisor and follow directions given.
 - If Nominated Supervisor or Approved Provider are unavailable, contact relief educator to fill in shift.
 - If an educator becomes ill or needs to leave for an emergency;
 - Rearrange educators and children to cover immediate needs.
 - If the Nominated Supervisor or extra educators are not available to come onto the floor, contact relief educators to arrange for the shift to be covered.

Related Legislation and Documents

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.

Document History

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