

Responsible Person Introduction - Romsey & Lancefield Early Education Centre

A responsible person is the person placed in charge of the service in the absence of the Nominated Supervisor.

This induction will provide you with the necessary information if you are required to perform duties as a responsible person.

This induction will take approx. 15-30 minutes.

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** Indicates required question*

1. Email *

2. Name: *

Responsibilities

Health and Safety Responsibilities:

Your role is pivotal in ensuring the safety and wellbeing of the children and staff. This includes:

- Ensuring children are adequately supervised at all times.
- Complying with health and safety legislation.
- Monitoring and implementing appropriate nappy change and toileting procedures.
- Ensuring medication and administration records are accurately maintained.
- Reporting any hazards or work health and safety concerns to the Director.

Staffing Provisions Responsibilities:

As a Responsible Person, you will also have staffing responsibilities:

- Signing the Responsible Person Register and checking the hand over notes.
- Maintaining ongoing communication with educators.
- Participating in the Professional Development process including attending training and developing a professional development plan.
- Contributing to the induction and orientation of new team members.

Educational Program/Curriculum Responsibilities:

As a Responsible Person, you will work closely with the Educational Leader to provide a program that reflects an approved learning framework. This includes:

- Collaborating on children's interests and providing a supportive and inclusive environment.
- Promoting cultural awareness and respect for diversity.
- Mentoring educators to document children's goals, achievements, and assessment of learning.

Partnerships with Families and Community Responsibilities:

Building and maintaining relationships is a key part of your role:

- Working in partnership with families, educators, children, and the local community.
- Modelling courteous and positive interactions with families and the wider community.
- Incorporating family's needs within the Service.

Leaving the Centre

If you, as the responsible person, need to leave the centre while there are still children present and there are currently no other staff who have accepted the role of responsible person, you should take the following steps:

- Inform the management (Approved Provider/Nominated Supervisor) in a timely manner about your need to leave so they can arrange for another Responsible Person to replace you.
- Hand over obligations for the role to another duly appointed person at the Service. This handover should be documented in the Responsible Person record.
- Ensure the displayed name of the current Responsible Person at the Service correctly reflects who presently holds the position.

Remember, it's crucial that a Responsible Person is physically on the premises at all times when children are being educated and cared for. If there is no other staff member who can take on the role of Responsible Person, you should not leave the centre until another Responsible Person is present.

1. Reporting Obligations for child injuries, serious complaint, missing child etc.

There are times that issues will need to be reported to ACECQA. For example, an injury where a child needed medical attention (at the service or after attending the service as a result of an injury that occurred on site), a serious complaint about a child's health and wellbeing being compromised, a child that has gone missing etc. Serious injuries or serious complaints must be lodged to ACECQA within 24 hours of the incident or 24 hours after the centre became aware of the details of the incident.

How to report:	Lodge online via NQAITS
Login into:	Check with Nominated Supervisor

You also need to ensure the conversation is documented or the injury form is completed. Contact Nominated Supervisor and/or Head Office immediately about the incident.

Send the Head Office the Incident Injury Trauma and Illness record immediately.

Reporting Requirement for Serious incidents

The Centre is required to notify the regulatory authority within 24 hours of becoming aware of a serious incident (Section 174(2)(a) and Regulation 176(2)(a).

A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for by the service or following an incident while being educated and cared for by the service
- any incident involving a serious injury or trauma to a child while that child is being educated and cared for, which:
 - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - the child attended or ought reasonably to have attended a hospital e.g. broken limb*
 - any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis.

NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultations from the hospital site. Only treatment related to serious injury, illness or trauma is required to be notified, not other health matters.

- any emergency for which emergency services attended

NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at an education and care service. It does not mean an incident where emergency services attended as a precaution.

- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child is mistakenly locked in or locked out of the service premises or any part of the premises.

Regulatory Authority: <https://www.acecqa.gov.au/help/working-with-your-regulatory-authority>.

3. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

4. Questions or Comments?

2. Emergency Procedures

* Follow emergency procedure. (A copy of the Emergency Management Plan can be found near the entrance.)

* As Lancefield EEC is listed on the Department of Education & Training Bushfire At-Risk Register, the service shall not operate on any day the Victorian Emergency Management Commissioner declares day of a 'Code Red' Fire Danger Rating that applies to the location in which that service is located;

- Contact Head Office to inform of the situation and seek advice if needed;
- If required, report to ACECQA: e.g. if an emergency services attended the building
- Ensure incident/event is documented

5. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

6. Questions or Comments?

3. Ratios and Rosters

Ratios must be maintained at all times.

Ensure there is a responsible person on at all times particularly when opening and closing the centre.

Other educators should inform you of any changes within the roster. For instance, someone going home sick.

Roster is displayed at the office.

If an agency or new educator attends the service, ensure their paperwork is completed before commencing work, this includes:

- Check Working with Children Check and sight the original
- Check Qualification

Show the educator around and include pointing out the following in the room they are working in:

- Emergency evacuation procedures, bag, sign in book
- Children with specific medical conditions and medical management plan
- Children with dietary requirements
- Children with asthma, allergies or anaphylaxis
- Children with additional needs or specific behavioural strategies
- The room's communication book

7. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

8. Questions or Comments?

4. Family Feedback or Staffing Issues

If you are the Responsible Person you may need to assist with family feedback or complaints or to support any issues between team members (if Nominated Supervisor are not available).

When possible include another person in the discussion or ask for assistance if the person becomes aggressive.

If the person becomes aggressive try and remove them from the children's rooms;

- Take them into an office with another person (do not close the door or be alone with the person)
- Call for assistance
- You can always ask the person to leave if they are becoming too aggressive and, in extreme circumstances, call the police.

If the person has a complaint or grievance;

- Listen
- Clarify
- Document

If you can resolve the issue then do so.

If not sure, then tell the family/ staff member that you will pass this onto the relevant person and that you will follow up with them.

Do not feel as though you need to make a decision – you can say 'I need to talk to the team first/ management first and I will get back to you by xxx'.

Document the complaint or grievance, and then contact Nominated Supervisor (including sending documents and any notes to the Nominated Supervisor).

==Details see Below How to Submit Complaint and Grievance Record Online via iPad or our website==

Ensure you do refer the issue on to the Head Office.

If Nominated Supervisor is absent and if urgent, report to the Head Office directly.

If needed report to regulatory authorities, (but contact Head Office first).

Ensure there is follow up with the family/educators and document this follow up conversation Again scan and send to management.

Submit Complaint/Grievance Record or Maintenance Reporting Online

STEP 1: Go to <https://earlyedu.com.au/> , scroll down to the bottom, click on ‘**Lancefield Staff Login**’. Alternatively, you may find the “Centre Reporting” icon on the centre iPad.

HOME OUR CENTRES WHAT WE OFFER NEWS ENROL & WAITLIST CONTACT US

Contact form

Name Phone Number Email

Nature of Enquiry

Message

SUBMIT

Contact Details

Romsey Early Education Centre
10 Ewing Dr, Romsey, Victoria, Australia 3434
☎ (03) 5429 6442
✉ romserv@earlyedu.com.au

Lancefield Early Education Centre
2 Glen Place, Lancefield, Victoria, Australia 3435
☎ (03) 5429 2454
✉ lancefield@earlyedu.com.au

CLICK HERE

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ROMSEY/LANCEFIELD

Romsey Early Education Centre
Lancefield Early Education Centre
ABN: 42 145 437 074

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STEP 2: Enter Password: EarlyEDU

HOME OUR CENTRES WHAT WE OFFER NEWS ENROL & WAITLIST CONTACT US

PROTECTED: LANCEFIELD LIST OF FORMS

This content is password protected. To view it please enter your password below:

Password:

ENTER

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ROMSEY/LANCEFIELD

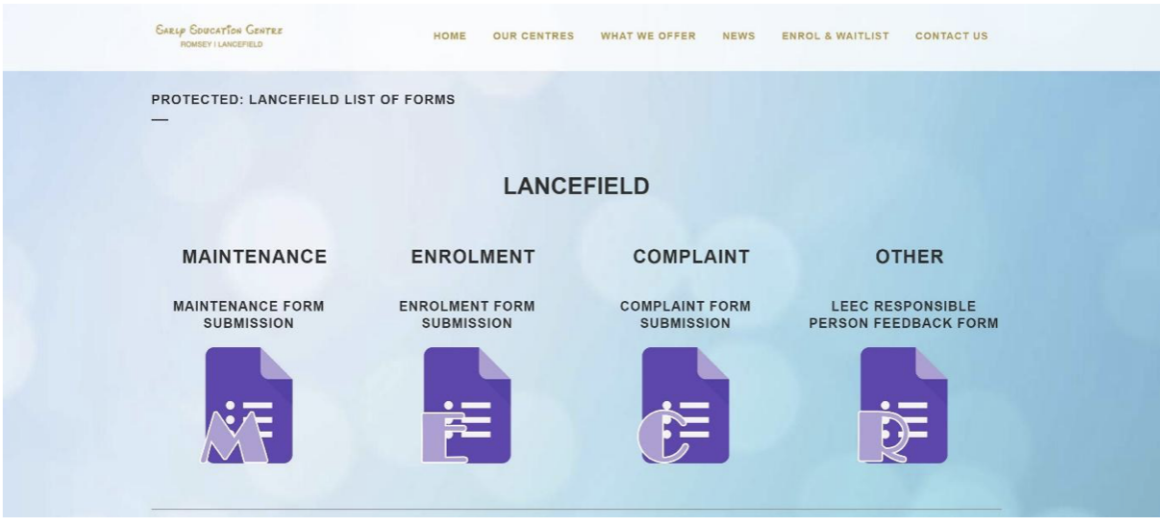
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Lancefield Early Education Centre
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Waiting for secure page...

STEP 3: Click on the icon to enter corresponding Google Form or Help Document.



9. Do you have any questions in relation to this section? *

Mark only one oval.

- ☐ No
- ☐ Yes

10. Questions or Comments?

5. Unauthorised Contacts

If an unfamiliar adult comes to collect a child ask them for proof of identification.

Check their details against the child's emergency contacts.

If they are authorised contacts to collect and their name is not on the sign in/out sheet and the family has not notified you of the changes, ring the family to confirm.

Let the adult know that you need to check as part of our procedures.

If they are not on the authorised contact list the family needs to give verbal permission over the phone (to 2 people) before the child can go home.

This needs to be followed up by reception in writing to add them onto the list.

If family does not give authorisation to collect the child then tell the adult that they're not on the authorised contact list and cannot take the child.

If an adult comes to collect a child and appears to be under the influence, ask them if they feel ok to collect the child.

Invite them to sit in the staff room and have a coffee/water and or ask them if you can help organise another way to go home (e.g. call a cab, call the other contact).

You may need to call the police if the parent appears to be under the influence and you are concerned about sending the child home with that adult.*

In the circumstances of a court order breach (that is, a parent collecting their child when it is not their day, or if they are unauthorised to) remind the adult that they cannot collect the child and that we must follow the court order.

* In the event where an adult become aggressive ensure you signal for assistance from co-workers and do not put yourself or others at risk. You may call the police as soon as the adult has left.

11. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

12. Questions or Comments?

6. Site Inspection

If any Regulatory Authorities attend the service (for example DET or Worksafe) for an inspection, you may need to assist with showing them around or providing documentation

- Ensure they sign in and show identification upon arrival
- First, ensure ratios are still met before you can show them around
- Introduce yourself and explain that you are the person in charge at that time.
- Assist with providing information required (e.g. staffing records, QIP etc.) or show them around the rooms if needed
- Inform the rooms that there is a site inspection
- Seek assistance from managers (or higher management) - This may need sending them a message, phone call or email to inform them that the Authorities are present
- Ensure you forward any actions that have come out of the inspection or any information to management

13. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

14. Questions or Comments?

7. Reporting hazards/Incidents Internally

Depending on the nature of incident you will need to report the event to follow EEC procedures

Any hazards/maintenance issues can be reported and documented via our online maintenance register.

Maintenance Register can be accessed using iPad or access from our website.

If any staff member or member of the public (e.g. student, parent, visitor) injures themselves onsite, ensure an Incident, injury and near miss reporting form is completed.

Please ensure that a risk assessment is completed for any events (e.g. excursions) or new practices (fire pit) or high risk activities

You will find these forms in the office, if unsure, contact the Nominated Supervisor and/or Head Office.

15. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

16. Questions or Comments?

8.Events of the Day

Feel free to notify the Nominated Supervisor and Head Office about the day that you think may be necessary. This can be done via the online Responsible Person Feedback Form.

Educators are to inform the person in charge of any illnesses or outbreak (e.g. gastro incidents)

If required, inform educators to complete a precautionary clean

Educators are required to inform the person in charge of

- Any excursions, when they leave and when they return
- You may want to remind the educators and check to see if they have the excursion bag, first aid kit, signed permission, contact list
- They are lighting the fire pit
- If parent has informed the centre of any change of the children's existing medical condition (i.e. had a seizure at home before attending the centre).

17. Do you have any questions in relation to this section? *

Mark only one oval.

☐ No

☐ Yes

18. Questions or Comments?

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