

ECEC POLICY



Staffing Policy - Determining the Responsible Person Policy	Document No:	r 168 2 (i) r 150
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	Approved By:	Family Services Manager
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Responsible Officer: Early Childhood Coordinator	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the safety and wellbeing of children seriously and have zero tolerance for child abuse of any type.

1. PURPOSE

The City of Greater Geelong Education and Care (ECEC) Services acknowledge the importance of clear policies and procedures around the requirements of its staff and contract educators. These policies and procedures ensure the compliance of all services under the Education and Care National Regulations 2011, the Education and Care National Law Act 2010 and the Child Safe Standards 2016.

2. SCOPE

ALL SERVICES:

To ensure all Management, staff and contract educators are aware of our commitments, in relation to Determining the Responsible Person present. To ensure all staff have a current Working with Children Check or VIT registration (alternative).

To ensure all Management, staff are aware of the Council Code of Conduct in place for all employees; our commitment to including volunteers and supporting student's learning and all guidelines for their involvement are followed.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

3. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standard
- Child Safe Standard 2022

Definitions:

Approved Provider	Manager / Coordinator	Council Approved	Notification made to ACECQA
Nominated Supervisor	Centre Manager / Director or Kindergarten Teacher or Team Leader/LEAO for each Service	Nominated by the Approved Provider	Notification made to ACECQA and nomination accepted in writing and listed on that person's staff record
Responsible Person/ Day-to-Day Management	Other suitably qualified and experienced staff for each Service *see Council Family Services Guidelines on Responsible Persons	Nominated by Approved provider	Name must be clearly visible in the entrance / foyer of each Service as applicable (when you are the person in day to day charge) and listed on that person's staff record

4. ECEC POLICY**Nominated Supervisor**

Each service must have a Nominated Supervisor.

This person is nominated by the Approved Provider for the role and **has consented** in writing to undertaking the role.

The **Nominated Supervisor** has specific obligations under the National Law.

http://files.acecqa.gov.au/files/Information_Sheets/FDC/FDCNominatedSupervisorComplianceResponsibilities.pdf

The Approved Provider must notify the Department of Education (DE) of any changes to the appointed Nominated Supervisor and may do so by submitting a completed ACECQA Form NS02 - *Notification of Change of a Nominated Supervisor* accompanied by ACECQA Form NS01 – *Nominated Supervisor Consent Form*.

The name of the Nominated Supervisor must be detailed in the **Prescribed Information** displayed in a prominent place at each Education and Care Service premises. The Prescribed Information needs to be clearly visible to anyone from the main entrance/ foyer. It must also be recognised in the Nominated Supervisors staff profile.

Responsible Persons

Under the National Law, a Responsible Person **must** be **present at all times** whilst education and care is being provided in a **centre-based service**. This person is usually the Nominated Supervisor, but where the Nominated Supervisor is absent from the service, another person is asked to be in day-to-day charge.

A Responsible Person may be a designated member of staff, nominated by the

Approved Provider, who gives their **written consent** to be placed in **day-to-day charge**; when the nominated supervisor, or approved provider is absent. This person will then be the Responsible Person and signage must be displayed at the Service in a prominent place where it is clearly visible to anyone from the main entrance/foyer to the Regulation 150.

Educational Leader

The Approved Provider of an Education and Care service must designate, in writing, a suitably qualified and experienced educator/teacher, coordinator or other individual as the educational leader at the Service to lead the development and implementation of educational programs in the service. See **ECEC Team App & Leadership App** for more information regarding the role of the Educational Leader in a specific Service.

A designated Educational Leader must also have this listed on their staff record.

All staff records must indicate who the Nominated Supervisor and the Educational Leader is at their Service – on each individual staff record.

Volunteers in ECEC & Students on Placement

Our ECEC Services welcome volunteers to participate in our ECEC programs to bring their skills and interest in education for our very young children. It can provide a rich environment of different generations building relationships together and support our children's learning opportunities.

All volunteers participating in our ECEC Programs will have undertaken the City of Geelong Induction for Volunteering outlined in the Council Volunteer Handbook. All volunteers will hold a current WWCC and have been introduced to the 11 Child Safe Standards as part of their induction.

Volunteers will, at all times, be under the supervision of the Program Room Leader and not be counted as ratio nor left unattended with children.

Our ECEC Services welcome students to participate in their practical placement training in our educational programs. The role of the student is to learn from the qualified and experienced Early Childhood professionals, practice their skills, increase their knowledge and build their confidence in readiness for their career in Early Childhood Education.

Our Nominated Supervisors will liaise with the RTO's to ensure all the required paperwork, insurances and evidence of a current WWCC are in place prior to commencing at a Service. All students will undertake an Induction to our ECEC Service.

All students will be assigned a Program Room Leader who will supervise the learning and practical tasks assigned to the student to undertake while on placement.

Students will, at all times, be under the supervision of the Program Room Leader and not be counted as ratio nor left unattended with children.

5. CHILD SAFETY REFORMS

In line with Child Safe Standards and the 2025/2026 Child Safety Reforms (VECRA) to ensure Victoria's early childhood education and care services are providing safe, high-quality education and care our staff will be provided with opportunity to complete annual **DE Protecting Children - Mandatory Reporting and Other Obligations for Early Childhood** Online Training; and every two years **National Child Safety Training**.

6. QUALITY RECORDS

- City of Greater Geelong ECEC Educator Handbook **ECEC TEAM APP**
- **City of Geelong Council Policy** - Code of Conduct MPL555.0.20
- **ECA Code of Ethics** for Early Childhood Professionals.
See: <https://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
- **VIT Registered Teachers:** Code of Ethics and Code of Conduct
See: vit.vic.edu.au
- Working with Children Check website. www.workingwithchildren.vic.gov.au
- **Volunteering Geelong Handbook:** volunteeringgeelong.org.au
- **www.vic.gov.au/vecra**
- National Principles for Child Safe Organisations - <https://chilsafe.humanrights.gov.au>

6. ATTACHMENTS

- ECEC Guidelines for Responsible Person
- ECEC Responsible Person's Consent Form
- Staff Record Template