



## Annette's Place Inc

### Person in Day to Day Charge Policy

A Person in Day to Day Charge must be physically in attendance at all times that the Service is educating and caring for children.

*Approved providers are responsible for appointing nominated supervisors and/or persons in day-to-day charge that are aged 18 years or older, fit and proper, and have suitable skills. (ACECQA Summary of Changes)*

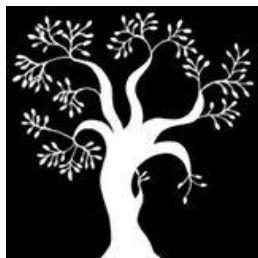
#### National Quality Standard (NQS)

| Quality Area 4: Staffing Arrangements |                            |  |
|---------------------------------------|----------------------------|--|
| 4.1                                   | Staffing Arrangement s     | 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.   |

| Quality Area 7: Governance and Leadership |  |  |
|---|--|--|
| 7.1.5                                     | Adults working with children and those engaged in management of the service or residing on the premises are fit and proper.  |  |
| 7.3.1                                     | Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. |  |
| 7.3.5                                     | Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly                                     |  |

#### Education and Care Services National Regulations

| Children (Education and Care Services) National Law NSW |  |
|---|--|
| 150   | Person in Day to Day Charge            |
| 168   | Policies and Procedures                |
| 173   | Prescribed information to be displayed |
| 177   | Prescribed Records                     |



## Annette's Place Inc

### Person in Day to Day Charge Policy

#### PURPOSE

Our Service is committed to meeting our duty of care obligations under the National Law & Regulations to ensure a Person in Day to Day Charge is on the premises at all times to ensure the health, safety, wellbeing, learning and development of all children at the service is maintained at all times.

#### SCOPE

This policy applies to the Director, Nominated Supervisor, educators, families, students, and volunteers.

#### DEFINITIONS

| 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 | A person who is physically at the Service and has the role of Nominated Supervisor or duly appointed person. The Person in Day to Day Charge 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. |

#### IMPLEMENTATION

A Person in Day to Day Charge will be on the premise at all times, and the details of the Person in Day to Day Charge will be readily available to families & visitors.

If the Person in Day to Day Charge needs to change, they will 'hand over' obligations for the role to another duly appointed person at the Service. It is vital that the Person in Day to Day Charge is documented when taking over this position. The process for determining the Person in Day to Day Charge will be clear to all educators and staff, and followed at all times. Both the old and new Person in Day to Day Charge will converse directly and ensure the name of the Person in Day to Day Charge presented at the Service appropriately reflects who presently holds the position.

Our Service will have one Person in Day to Day Charge present at all times when caring for and educating children.



## Annette's Place Inc

### Person in Day to Day Charge Policy

A Person in Day to Day Charge is:

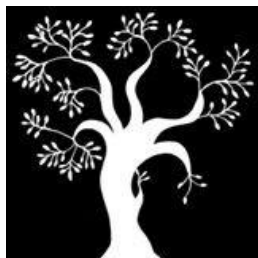
- An Approved Provider
- A Nominated Supervisor
- A duly appointed person, 18 years or older, fit and proper, and have suitable skills

Management will ensure:

- A Person in Day to Day Charge is appointed
- The Person in Day to Day Charge is over the age of 18 years
- They meet the minimum requirements for qualification, experiences and management capabilities including Child Protection training.
- The Person in Day to Day Charge has a clear understanding of the role
- The Person in Day to Day Charge is a fit and proper person
- The Person in Day to Day Charge has a minimum of 3 years' experience working as an educator in an Education and Care service
- The Person in Day to Day Charge is on duty during both early and late shifts
- The Person in Day to Day Charge interchanges with the Nominated Supervisor in their absence.
- Persons in Day to Day Charge are aware that they have to sign off when they have finished their duty, record and converse with the Nominated Supervisor or appointed person taking on the role of Person in Day to Day Charge, who will sign the Person in Day to Charge Service Record as soon as practicably possible.
- Written consent of the Nominated Supervisor and Person in Day to Charge roles have been accepted
- The staff record has the name of the Person in Day to Day Charge at the service for each time that children are being educated and cared for by the Service.
- The Nominated Supervisor/appointed person signs their name and *present* time on the Person in Day to Day Charge Service Record.

A Nominated Supervisor/appointed person will:

- Sign their name & *present* time on the Person in Day to Day Charge Record
- Provide written consent to accept the role of Person in Day to Day Charge
- Check that the identity of the Person in Day to Day Charge in charge of the Service is available to families & visitors
- In the event of absence from the Service due to leave or illness appoint another Person in Day to Day Charge
- Ensure they have a sound understanding of the role of Person in Day to Day Charge
- Understand that a Person in Day to Day Charge placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor



## Annette's Place Inc

### Person in Day to Day Charge Policy

#### Source

Australian Children's Education & Care Quality Authority, 2014.  
ACEQA. (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, 2015.  
Revised National Quality Standard

#### Review

| Date Reviewed | Modifications   | Next Policy Review Date |
|---------------|---|-------------------------|
| August 2017   | Adjustments made to comply with new regulation changes (Oct 1, 2017)  | August 2018             |
| October 2017  | Updated the references to comply with the revised National Quality Standard   | August 2018             |
| August 2018   | References corrected, added &/or updated.<br>Incorrect references deleted & replaced.<br>Sources/references alphabetised. | August 2019             |



Annette's Place Inc

Person in Day to Day Charge Policy