

## **Appendix 1 to Policy 2.5 Determining the Responsible Person Present**

### **Application Questions for appointment as Person In Day-to-Day Charge**

#### **Background**

This Appendix should be read in conjunction with Policy No. 2.5 Determining the Responsible Person Present (the **Policy**). All definitions used in this Appendix are as defined in the Policy unless stated otherwise.

It is a requirement of our approval under the National Law that we have a Responsible Person in day-to-day charge of John Street at all times. The 'Responsible Person' can be:

- the Approved Provider (or person with management or control)
- a Nominated Supervisor; or
- a 'Person In Day-To-Day Charge'.

In the absence of the Director as the Nominated Supervisor, and the 2IC as the person in day-to-day charge when the Director is not physically present, other educators may be considered as a 'Responsible Person' and placed in day-to-day charge during these times.

#### **Process for being appointed as a Person In Day-to-Day Charge and Responsible Person**

In order to be eligible to act as the Responsible Person, educators must first satisfy the Director that they are Competent to be a Person In Day-To-Day Charge. They must also provide written consent to being such a person and to acting as a Responsible Person.

To be considered, the applicant (the **Applicant**) will need to demonstrate their competencies and answer a series of questions, as set out in this document.

#### **Required competencies**

To be Competent, an Applicant will need to demonstrate:

- They are 18 years or older.
- They have adequate knowledge and understanding of the provision of education and care to children, including:
- They have successfully completed Child Protection Training, if required by the Victoria's regulating authority.
- They have the ability to effectively supervise and manage an education and care service.
- A knowledge of:
  - *The Education and Care Services National Law Act 2010, and the Education and Care Services National Regulations 2011*

- Equal Opportunity Employment Conditions and the *Professional Child Care Standards 2012*
- Health and Safety, including Child Protection responsibilities
- Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures
- John Street Community Early Childhood Cooperative's policies and procedures.

In assessing whether an Applicant is Competent, 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 licence, approval, registration, certification or other authorisation granted to the person under the National Law and other relevant laws.

#### **Rejection and withdrawal of approval**

Approval by the Centre to act as a Person In Day-to-Day Charge is at the Director's discretion and can be withdrawn by the Director (for example, if they come to believe that competencies may have lapsed or there are other reasons why the individual is not suitable to act in the role).

Approval as a Person in Day-to-Day Charge merely qualifies an Applicant to be considered for the role of Responsible Person from time to time; it does not guarantee that they will be allocated this responsibility. Appointment of any individual as a Responsible Person is always at the Director's (or 2IC's) discretion.

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**QUESTIONS for Applicant**

NAME OF APPLICANT: \_\_\_\_\_

NAME OF INTERVIEWER: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

No	Question
<b>STAFF: CHILD RATIOS</b>	
1.	If you have 11 children in the 2-3 room how many staff do you need?
2.	If you have 11 children in the 0-2 room and 11 children in the 2-3 room how many staff do you need?
3.	If you have 13 children in the Kinder room, and 12 children in the 3-4 room how many staff do you need?
4.	Indoor and outdoor staffing - what is required? What do you do to ensure that <i>at all times</i> there is adequate staffing in all areas? What if a child needs a nappy change?
5.	Who is responsible for ensuring that these ratios are adhered to?
<b>APPLICABLE LAWS</b>	
6.	What legislation covers the operation of children's services?
7.	Education and Care Services National Regulations – where are they stored in the centre? What do they cover?
8.	Who are we responsible to for adhering to these regulations? How is this monitored?
9.	What do you do if a DEECD representative comes to the centre?
10.	What are they most likely to observe and want to see documentation of?
11.	What follows a breach of regulations?
12.	Can you drink coffee in the room with children? Why or why not?
13.	What does active supervision of children mean?
14.	What is the focus of your program at the moment?
<b>DEALING WITH THE UNEXPECTED</b>	
15.	You are on a 7.30am shift and your co-worker has not arrived - what do you do?
16.	Who must be in attendance at the centre before a child can be left with staff?
17.	A parent rings to request an extra day for their child, what do you need to check first? If in doubt what do you do? The parent is rather frantic – what do you do?
18.	An unfamiliar person arrives to pick up a child - what do you do?
19.	A man / woman arrives at the door and says they are from the cleaning company and that they are here

	to check the windows – what do you do? (Office is open / Office is closed)
20.	You hear from a parent that there is an incident occurring nearby involving a lot of police but the details are sketchy – what do you do?
21.	A handy person arrives to fix the front door – what do you do? He asks if he can have the code to the door whilst he is working – do you give it to him?
22.	You have a council representative at the rear of the service requesting to be let in the back gate – what do you do?
23.	A child is sick and you are trying to contact a parent – you are not getting through on the number you have – what do you do?
24.	You need to go to the toilet but you are the only staff member in the room with the children - what do you do?
25.	The food company fails to deliver the food – what do you do?
26.	You run out of milk and there are no free staff members to get it what do you do?
27.	The heating or cooling breaks down in the children’s room – what do you do?
28.	A parent has some feedback / complaint - what do you do?
29.	A parent phones to request the number of another parent what do you do?
30.	A friend of a staff member rings, you let them know they are on an RDO – they request their home number - what do you do? Why?
31.	A child refuses to eat the lunch offered – what do you do?
32.	The local newspaper rings to ask for a comment on children’s programs. What do you do?
33.	Someone has come to the door and requested to take a photo from the roof – what do you do?
34.	Who gets the code to the door?
35.	Can you leave the centre on your morning / afternoon tea break? Can you leave the building on your lunch break? When can’t you leave the building?
36.	If a child needs medical attention – who do you contact? Under what circumstances would you need to contact DEECD about an accident / illness/injury?
37.	Can you leave the room to have a cup of coffee? Go to the toilet?

**OUTCOME**

APPROVED/NOT APPROVED: \_\_\_\_\_

**Interview Notes:**

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**APPLICANT'S CONSENT – TO BE OBTAINED IF APPLICATION IS APPROVED**

I hereby consent to acting as a Person in Day-to-Day Charge and being the Responsible Person at John Street (both as defined in the Centre's *Policy No. 2.5: Determining the Responsible Person Present*).

Signed: .....

Print Name: .....

Date: .....

***NOTE: John Street should retain a copy of the Questions and Applicant's consent on file.***