
	Management Area: Children's Services	Version No: 2.0 Pages: 4
	Category of Policy: Operational	Approval Date: 01/07/2023 Policy Approver: Head of Children's Services
Policy Title: Determining the Responsible Person Present Policy Author: YMCA of SA		

YMCA SOUTH AUSTRALIA

Determining the Responsible Person Present Policy

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1. Purpose

A responsible person is always present when the service is educating and caring for children. YMCA SA are committed to meeting our regulatory requirements in relation to staffing, our responsible person ensures that the service is effectively supervised and managed.

2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.


3. Policy Statement

The Responsible Person must:

- Be 18 years of age or older.
- Have adequate knowledge and understanding of education and care provisions.
- Can effectively supervise and manage the service.
- Consent in writing to the nomination.
- Have completed child-protection training.
- Have their details on display at the service.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible person	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

5. Definitions

Responsible Person

A person who is nominated by the approved provider or nominated supervisor and has provided written consent to be in day-to-day charge of an approved education and care service.

Person in day-to-day charge


A person who is placed in day-to-day charge of an education and care service by an approved provider or a nominated supervisor; and who has consented (Regulation 117A).

Duty of care

Refers to the responsibility of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

6. Key Relevant Documents

- [Nominated supervisor and responsible person roles \(esb.sa.gov.au\)](https://www.esb.sa.gov.au)
- [ResponsiblePersonRequirements.pdf \(acecqa.gov.au\)](https://www.acecqa.gov.au)
- [Whos-who-at-our-Service.PDF \(nsw.gov.au\)](https://www.nsw.gov.au)
- <https://www.acecqa.gov.au/nqf/national-law-regulations>

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- <https://www.acecqa.gov.au/nqf/about/guide>

7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	01/07/2023	Developed new policy	01/08/2023	July 2025
2.0	26/05/2025	Amended to include ELC. Added employee/volunteer/student section. Clarified responsible person responsibility in role/responsibility to be inline with all policies. Updated Responsible Person definition.	26/05/2025	May 2027