



Determining the Responsible Person Policy

Policy Number	QA4/1	Title	Determining the RPIC Policy
Revision	2.2	Written By	Policy Team and Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 2.1	Effective Date	July 2025

1. Policy Statement

Eastwood Heights OOSH is committed to ensuring the safety, wellbeing and effective supervision of all children by maintaining clear and consistent leadership throughout each shift. A Responsible Person in Charge (RPIC) must be physically present at all times the Service is operating. The RPIC is an authorised educator who has been appointed by the Approved Provider or Nominated Supervisor to take day-to-day responsibility for the operation of the Service. This policy ensures that only suitably qualified, experienced and consenting individuals are appointed to this role in accordance with the Education and Care Services National Law and Regulations. The consistent application of this policy fosters a culture of accountability, transparency, and high-quality leadership in the Service.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for appointing a responsible person in charge.

3. Definition and Eligibility

A staff member over 18 years old, with a valid Working With Children Check (WWCC), First Aid certification and Child Protection training. This person has been appointed and provides written consent to take on the role of the RPIC.

To be eligible, a Responsible Person must:

- Be over 18 years of age
- Hold a valid Working With Children Check (WWCC)
- Have completed current First Aid training including:
 - HLTAID012 Provide First Aid in an education and care setting
 - HLTAID011 Provide First Aid
 - HLTAID010 Provide basic emergency life support
 - HLTAID009 Provide cardiopulmonary resuscitation (CPR)
- Have completed CHCPRT025 Identify and Report Children and Young People at Risk (or equivalent)
- Be deemed a fit and proper person
- Provide written consent to undertake the RPIC role

An RPIC must also demonstrate sound knowledge of the Service's policies, procedures, and regulatory obligations, and must be confident in delegating staff to ensure appropriate supervision and high quality care.

4. Procedure

At Eastwood Heights OOSH a Responsible Person is appointed for every shift. The name of the RPIC will be prominently displayed at the entrance to the Service during their shift to ensure families, staff, and visitors are aware of who is responsible for the day to day operations.

4.1 Appointment and Display

At the beginning of each shift, the Nominated Supervisor or Approved Provider appoints a suitably qualified educator to act as the Responsible Person in Charge. This decision is based on qualifications, experience, availability, and consent to take on the role. The name of the RPIC is then clearly displayed at the entrance of the Service so that families, staff, and visitors can readily identify who is in charge.

If the RPIC changes throughout the day, a formal handover occurs. This includes verbal communication between the outgoing and incoming RPIC and immediate updating of signage and documentation. These procedures ensure there is never a lapse in responsible oversight.

4.2 Training and Qualifications

A person appointed as RPIC must meet all legislative requirements, including age, training, and screening checks. The Nominated Supervisor or Approved Provider ensures that the individual:

- Is over 18 years of age
- Holds a valid WWCC
- Has completed all relevant and current First Aid qualifications
- Has completed child protection training
- Has demonstrated the knowledge and skills necessary for operational leadership
- Has provided written consent to accept RPIC responsibilities

4.3 Documentation

Appointments of RPICs are recorded in a Responsible Person Register. This includes the full name of the educator, the date and time they commenced and ceased their shift as RPIC, the name of the appointer, and confirmation of their compliance with qualification and consent requirements. This documentation serves as evidence for regulatory compliance and internal accountability.

4.4 Handover Procedure

When the RPIC must leave the premises (whether temporarily or permanently during a shift), a structured handover to another qualified educator occurs. The outgoing RPIC verbally briefs the incoming person about any ongoing issues, incidents, or critical updates. The Responsible Person Register (Hubhello) is updated immediately, and the name of the new RPIC is displayed at the entrance. This process ensures continuity of leadership and supervision.

5. Roles and Responsibilities

Approved Provider

- Ensure the Service always has a Responsible Person in Charge
- Confirm that RPICs meet all regulatory qualifications and suitability requirements
- Maintain accurate records of all RPIC appointments and qualifications
- Provide governance and support to the Nominated Supervisor
- Undertake regular audits of the RPIC register and handover procedures
- Ensure this policy is reviewed and updated as required
- Support the provision of professional development relating to leadership
- Act promptly on any non compliance relating to RPIC procedures

Nominated Supervisor

- Appoint and confirm each RPIC at the start of a shift
- Ensure the RPIC is displayed at the entrance and that families are informed
- Oversee handover procedures and maintain continuity of leadership
- Verify and update qualifications and documentation for each RPIC

	<ul style="list-style-type: none"> • Provide guidance and support to RPICs in their daily responsibilities • Notify the Approved Provider of any breaches of compliance • Assist in inducting new RPICs into their responsibilities and obligations • Encourage reflective practice and feedback from RPICs to strengthen practice
Responsible Person in Charge	<ul style="list-style-type: none"> • Be physically present and visibly always identified during their shift • Act as the designated point of contact for families, visitors, and staff • Ensure the Service operates in compliance with all relevant legislation and policy • Oversee daily operations, including supervision, safety, and child wellbeing • Make informed decisions in the absence of the Nominated Supervisor • Delegate tasks and educators to appropriate areas to ensure adequate coverage • Respond to incidents, emergencies, and complaints in a timely and professional manner • Maintain professional conduct and leadership among the educator team • Monitor attendance, staff to child ratios, and transitions throughout the day
Families	<ul style="list-style-type: none"> • Check the display to identify the current RPIC upon arrival • Direct day to day operational questions or concerns to the RPIC • Provide relevant information to the RPIC regarding their child's needs or incidents • Participate in feedback processes regarding the Service's leadership structure

4. References

4.1. Statutory Authority

Education and Care Services National Law Act 2010 (Regulation 150, 168, 173,177)

National Quality Standard (Standard 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2)

Disability Discrimination Act 1992

Anti-discrimination Act 1977 (NSW)

Work Health and Safety Act 2011

4.2. Relevant Service Policies

- Conditions of Employment Policy
- Supervision Policy
- Child Protection Policy
- Child Safe Policy
- Interactions With Children Policy
- Child Safe Environment Policy
- Behaviour Management Policy
- Incident, Injury, Trauma Policy
- Educator Code Of Conduct

4.3. National Frameworks

- National Quality Framework (NQF)
- National Quality Standard (NQS)
- My Time, Our Place (MTOP)
- The Early Years Learning Framework (EYLF)

5. Legislative Requirements.

Education and Care Services National Law Act 2010

Regulation 117A	Placing a person in day to day charge
Regulation 117B	Minimum requirements for a person in day to day charge
Regulation 117C	Minimum requirements for a nominated supervisor
Regulation 150	Responsible Person
Regulation 168	Policies and procedures, including medication management
Regulation 173	Prescribed information to be displayed
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider

Revision Chronology

Version Number	Date	Reason for Change
1.0	April 2018	Endorsed by OOSH executive committee
2.0	February 2021	Updated policy
2.1	December 2024	Updated policy with new policy template
2.2	July 2025	Reviewed and updated policy