

## Nillumbik Playhouse Policy

### **Acceptance and refusal of Authorisation**

#### **POLICY STATEMENT**

Children have the right to experience safe, secure and nurturing environments that promote positive, authentic, responsive, respectful interactions with children all of the time. Interactions will be guided by respect for a child's cultural and linguistic diversity. By upholding children's rights, we will preserve children's dignity and agency, and help children develop resilience, self-regulation and self-esteem, and support them to become considerate citizens. To support and encourage children toward acceptable behaviour, our educators will provide positive guidance based on fairness, acceptance and empathy.

#### **SCOPE**

This policy applies to the Nominated Supervisor, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

#### **LEGISLATION**

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 4: Staffing Arrangements
- National Quality Standard, Quality Area 7: Leadership and Service Management
- Working with Children Regulations 2020 (Vic)

#### **Children's Services Act 2020**

Section 54, Regulation 112 (2M)

#### **Education and Care Services National Regulations**

Regulations 168 M

#### **National Quality Standard**

Quality area 2

#### **Child Safe Standard**

Standard 3 & 7

#### **Education and Care Services National Law Act 2010**

National Law: Section 168

#### **GOALS / What we are going to do**

- Create a positive, welcoming environment that supports the wellbeing of children through attentive care and quality interaction with children.
- Promote the development of relationships built on trust, respect, fairness, cooperation and empathy.
- Provide positive experiences that promote children's sense of belonging and support the development of social skills and emotional regulation.

#### **RELATED DOCUMENTS**

Relevant service policies such as:

- Enrolment and orientation
- Excursions
- Child safe environment
- Staffing
- Health and safety

## RESOURCES

Department of Education and Training- Respectful relationships and responsive engagement

[www.education.vic.gov.au](http://www.education.vic.gov.au)

Early Childhood Resource Hub - Interactions with children

[www.echr.edu.au](http://www.echr.edu.au)

ACECQA – Relationships with children

[www.acecqa.gov.au](http://www.acecqa.gov.au)

Community Child Care - Educator Interactions and Relationships with Children

[www.centresupport.com.au](http://www.centresupport.com.au)

Kids Matter - Learning positive friendship skills

[www.kidsmatter.edu.au](http://www.kidsmatter.edu.au)

**AUTHORISATION** This policy was adopted on July 2022

**REVIEW DATE** This policy shall be reviewed in July 2024

## PROCEDURE/ How it will be done

### The Nominated Supervisor will:

- ensure there is a Responsible Person on the premises at all times the service is delivering education and care programs for children
  
- nominate sufficient Nominated Supervisors to meet legislative requirements for a Responsible Person at the service at all times, including during periods of leave or illness
  
- ensure that a person nominated as a Nominated Supervisor or a Person in day-to-day Charge:
  - is at least 18 years of age
  - has adequate knowledge and understanding of the provision of education and care to children
  - has the ability to effectively supervise and manage an education and care service
  - has not been subject to any decision under the National Law, or any other children’s services or education law, to refuse, refuse to renew, suspend, or cancel a licence, approval, registration, certification or other authorisation granted to the person
  - has a history of compliance with the National Law and other relevant laws
  
- ensure that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service (National Law: Section 172)
  
- ensure that the service does not operate without a Nominated Supervisor(s), and that the Nominated Supervisor(s) has given written consent to be in the role
  
- ensure that the name of the Nominated Supervisor is displayed prominently at the service
  
- ensure that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications, approved training, a Working with Children Check or teaching registration, and other documentary evidence of fitness to be a Nominated Supervisor (refer to Staffing Policy) is kept on the staff record (Regulation 146)
  
- notify the Regulatory Authority if:
  - there is a change to the name or contact details of the Nominated Supervisor
  - the Nominated Supervisor is no longer employed or engaged by the service
  - has been removed from the role
  - the Nominated Supervisor withdraws their consent to the nomination

– if a Nominated Supervisor or person in day-to-day charge has their Working with Children Check or teacher registration suspended or cancelled, or if they are subject to any disciplinary proceedings under the law

– there is any other matter or incident which affects the ability of the Nominated Supervisor to meet minimum requirements and re-assessing the Nominated Supervisor's suitability for the role

- ensure that, when the Nominated Supervisor is absent from the premises, an alternative Responsible Person is on site
- ensure that the Nominated Supervisor and Person in day-to-day Charge have a sound understanding of the role of Responsible Person
- ensure that the staff record includes the name of the Responsible Person at the centre-based service for each time that children are being educated and cared for by the service (Regulation 150)
- ensure that the Nominated Supervisors and Person in day-to-day Charge have successfully completed child protection training (see Child Safe Environment Policy)
- develop rosters in accordance with the availability of Responsible Persons, hours of operations and attendance patterns of children.

The Nominated Supervisor is responsible for:

- provide written consent to accept the role of Nominated Supervisor
- ensure they have a sound understanding of the role of Responsible Person (refer to Definitions)
- ensure that, in their absence from the service premises, a Responsible Person is present
- ensure that a Person in day-to-day Charge: – is at least 18 years of age – has adequate knowledge and understanding of the provision of education and care to children, – has the ability to effectively supervise and manage an education and care service – has not been subject to any decision under the National Law, or any other children's services or education law, to refuse, refuse to renew, suspend, or cancel a licence, approval, registration, certification or other authorisation granted to the person – has a history of compliance with the National Law and other relevant laws (Regulation 117B)
- ensure that an educator gives written consent to being a Person in day-to-day Charge
- ensure that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
- support the Approved Provider to develop rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children
- notify the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check or teach

**The educators will:**

- meet the qualifications, experience and other requirements if they wish to be nominated as a Person in day-to day Charge
- provide written consent to be the Person in day-to-day Charge
- ensure they have a sound understanding of the role of Responsible Person.

**The Parent/Guardian will:**

read and understand this policy

- be aware of the Responsible Person at the service on a daily basis. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

