

Day to Day Charge - Procedure Objective

The objective of this procedure is to articulate Affinity Education Group's compliance with the National Law and Regulations, including Amendment Regulations, from the Education and Care Services National Regulations 2011 and the Education and Care Services National Regulations WA 2012.

It is important that all employees within an early childhood service are familiar with their legal and ethical responsibilities and uphold the highest quality and most compliant education and care practices. All employees must be held accountable for their actions.

Early childhood education and care services are similar to any other business in which all roles contribute to the quality of the outcome. A person must be appointed as the person in 'day-to-day' charge, known as the Responsible Person, to ensure that all practices run compliantly and smoothly each day.

The steps outlined in this procedure will assist services to identify the person in day-to-day charge and their responsibilities.

Please note: This procedure must be read in conjunction with 7-P1 Governance Procedure.

Requirements

- A Nominated Supervisor must be appointed for each service. A person in this role holds ultimate responsibility and accountability for the management and day-to-day operations of the centre. This person must complete an [NS01](#) via the ACECQA NQA ITS portal to consent to the role and forward it to compliance@affinityeducation.com.au on appointment to the role. The regulatory authority must be notified 7 days prior to the nominated supervisor starting, or if that is not possible, within 14 days after the nominated supervisor has commenced in the role.
- At all times, a Responsible Person must be present at the centre. This may be the Nominated Supervisor, or in their absence, this will be an approved person in day-to-day charge of the centre. The person in day-to-day charge does not have the same responsibilities and accountabilities as the Nominated Supervisor but is responsible for the effective operation of the centre in the Nominated Supervisor's absence.
- While there may be more than one Nominated Supervisor at the same time at the centre, only one person can be the Responsible Person in 'day-to-day charge' at one time.
- The person in day-to-day charge must be assessed to meet the criteria and consent to the role in writing by signing the [Consent for Responsible Roles](#) prior to acting in that role. In rare circumstances where a person does not meet the qualified or experience criteria as set out on the Consent for Responsible Roles form, the Area Manager may endorse a suitable person to act in the Responsible Person role and by indicating on the consent form.
- Written consent to be appointed as person in day-to-day charge will be filed in the educator's file.
- It must be clearly displayed which person is in day-to-day charge of the service and at which times by way of written notice for educators and families [FRM 7-F3 Master Centre Information portrait.docx](#)
- This must also be recorded on the Responsible Person Register [FRM 4-F30 Responsible Person Register.pdf](#)
- The Nominated Supervisor and all people who act in the Responsible Person role must complete the Nominated Supervisor Responsibilities course on the Learning Hub on commencement of the role and then annually thereafter including understanding the responsibility in notifying the Regulatory Authority regarding any change to the Nominated Supervisor's role, details or employment.
- First Aid Courses are required for Nominated Supervisor and Responsible Persons – Please refer to POL2-P26 First Aid Procedure
- To revoke a responsible person from your centre, the Nominated Supervisor must complete [Revoke Responsible Person role](#) and print and file the pdf confirmation in the Employee Staff Record

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	Quality Manager
Responsible	All staff, students, volunteers	Document Version	V12.0
Consulted	People, Operations, Legal, Compliance	Date Approved	Feb 2026
Informed	All staff, students, volunteers	Date next reviewed	Feb 2027

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Who is eligible?

- The Approved Provider must ensure the Nominated Supervisor or person being placed in day-to-day charge of the centre:
 - Is 18 years or older
 - Is fit and proper,
 - Has suitable skills, including adequate knowledge and understanding of the provision of education and care to children and the ability to effectively supervise and manage an education and care service
 - Has completed Child Protection training and understands current law and reporting requirements
 - Has a history of compliance with the Education and Care Services National Law and other relevant laws
- In addition to the above, the person in day-to-day charge must meet the criteria as set by Affinity on the Consent for Responsible Roles form.
- The Approved Provider or the Nominated Supervisor may appoint the person in day-to-day charge.
- Regulatory Authorities have the power to restrict a person from being a Nominated Supervisor, either entirely or subject to conditions.

References

- FRM F30 Responsible Person Register
- Nominated Supervisor Information Sheet - <https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf>
- Learning Hub Module – Nominated Supervisor Responsibilities
- Affinity Consent for Responsible Roles - <https://affinityeducation.workflowcloud.com/forms/263518db-674f-4291-95db-f97f91df1600>
- Responsible Person Requirements
<https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/ResponsiblePersonRequirements.pdf>

Version History

Version Control	Date	Author	Description of Change
1	Oct 2013	AEG	Update ECSNR
V3.16	Mar 2016	AEG	Full revision
V3.17	Mar 2017	AEG	Revision
V10.17	Oct 2017	AEG	Amendment to Regulations
V10.18	Oct 2018	AEG	Removed Certified Supervisor reference WA
V10.19	Oct 2019	AEG	Scheduled review
V10.20	Oct 2020	AEG	Scheduled review
V10.21	Oct 2021	AEG	Scheduled review
V12.22	Dec 2022	AEG	Scheduled review
V12.23	Dec 2023	AEG	Added RACI table and reference
V2.24	Feb 2024	AEG	AM endorsement option
V2.25	Feb 2025	AEG	Scheduled review
V12.0	Feb 2026	AEG	Scheduled review with minor additions to webforms for responsible persons and link to supporting procedures

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