**Staffing - Appointment Person in Day to Day Charge**

I appoint <INSERT FULL NAME>

to be a person in day to day charge at < INSERT NAME OF SERVICE >

and declare that that this person:

* has the required skills to be a person in day to day charge eg has adequate knowledge and understanding about providing education and care including understanding of child protection obligations
* can effectively supervise and manage the service
* is at least 18 years
* has successfully completed a child protection course approved by the NSW Regulatory Authority (NSW ONLY)
* is a fit and proper person - they have
  + a current child protection clearance
  + declared they have never been subject to any compliance action or disciplinary proceedings under the National Law or Regulations or State/ Territory early childhood laws and have completed ACECQA’s Compliance History Statement
  + declared they are not a ‘Prohibited Person’ using ACECQA’s Prohibition Notice Declaration

Signature

Print Full Name

Approved Provider /Nominated Supervisor (Delete title which does not apply)

Date

I accept being placed in day to day charge and will always uphold the National Law and Regulations, and the policies, procedures, philosophy and Code of Conduct of the service. I also understand that that the role requires me to undertake the duties in attachment A.

Signature

Print Full Name

Date

**Attachment A**

* Answer phones
* Greet parents and answer questions about their child and any issues or concerns
* Maintain ratios at all times
* Be available to open and close the service