



Determining a Responsible Person Policy

Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011:173,168(2)(i)

Link to National Quality Standard :4.2

Introduction

The Education and Care Services National Law determines that a responsible person must be physically present at a centre based service at all times that an Approved service operates

At Tathra preschool we recognise that Quality Early Childhood Programs are inextricably linked to the employment of qualified staff when “*determining a responsible person*”.

Policy Goals

At all times:

- ❖ A **responsible person** will be on the premises at all times of operation, and the details of the **responsible person** at any time will be clearly displayed for educators, staff and families.
- ❖ The process for determining the **responsible person** will be clear to all educators and staff, and followed at all times.
- ❖ Details of **the person responsible** are documented and displayed for all users of the service.

Strategies: How will it be done?

Tathra Preschool will always have a responsible person physically present at all times.

A responsible person can be:

- The APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
- The NOMINATED SUPERVISOR – this is a person with a Supervisor’s Certificate designated by the service as the Nominated Supervisor.
- A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service.

The Approved Provider will:

- Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the **Responsible person**;
- Ensure the **responsible person** is appropriately skilled and qualified;
- Ensure a **responsible person** is physically present at the centre. A substitute for the responsible person will be present where a Waiver is in place.

Determining a Responsible Person

The Nominated Supervisor or delegated authority will:

- Arrange for the keeping of a “**responsible person record**”. This record will document the current responsible person.
- The name of the **responsible person** will be displayed in the main entrance at the service.
- Develop rosters in accordance with the availability of **responsible persons**, centre operation and attendance patterns of children.

Evaluation

A **responsible person** is present at the centre at all times of operation and this information is documented and displayed.

Procedures and Forms

- Staff record

Links to other Policies

- Tathra preschool Philosophy
- Confidentiality and Privacy policy

Resources and References

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011

Date Adopted

December 2012

Review Date

Updated 2017
2021 or when procedure,
practice or legislation changes.