



Determining Responsible person

Quality Area 4: Staffing arrangements

Policy Statement

A responsible person must be physically present at the preschool at all times that the centre operates.

Goals – what are we doing?

- A responsible person will be on the premises at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.
- Details of the person responsible are documented and displayed for all users of the centre.

Strategies – How will it be done?

A centre must always have a responsible person physically present at all times.

A responsible person can be:

- A committee member;
- The Nominated Supervisor - this is a person with a supervisor's certificate designated by the centre as the Nominated Supervisor.
- A Certified Supervisor who has been placed in day-to-day charge of the service.

The Management Committee will:

- Ensure the 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.

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 foyer of the centre.
- Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

Evaluation

A responsible person is physically present at the centre at all times and this is documented and displayed.

Statutory Legislation & Considerations

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

Sources

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