

Responsible person present policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

National Education and Care Regulations

Quality Area 7: Leadership and service management	
173	Prescribed information to be displayed

Purpose

To determine who is the responsible person present when the Director/Nominated supervisor is off site.

Scope

To make it clear for educators, families and visitors who is the responsible person on any given day at the site when the Director is not present.

Guidelines

This information is displayed on the Parent notice board and staff photos displayed for families daily.

Roles and responsibilities

When the Director is not on site the Teacher will be the responsible person present.

In the situation where there are two teachers with this rating, the Following applies: Mondays Julie Murphy assumes this position, Tuesdays Cass Martin, Wednesdays Kathryn Valamanesh and Thursdays Fiona Perkins will be the responsible person being supported by the other teacher.

The educator taking on this role when the Director is not on site puts a red dot on their photograph to show this as per the information described on the displayed Regulation 173.

The responsible person will contact the Director for any issues or concerns they may have including facilitates/hazards, children/parents, situations requiring IRMS reporting.

The responsible person will continue in their role as an experienced teacher ensuring children, families, colleagues and visitors health, safety and wellbeing is managed throughout the day.

Educators sign the Responsible Person Designation form at the commencement of each year week 0.

Glossary/references

- National Quality Standard
- Revised National Quality Standard
- Department for Education

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/nqf/prescribed-information-for-nqf>

Review

Policy Reviewed	Modifications	Next Review Date
March 2018	Policy developed to ensure compliance with regulations and government requirements.	March 2019
February 2019	Policy upgraded to Department for Children template with references added	February 2021
February 2022	Changed educators' names	2023

Local policy: Determining the responsible person present

Policies Quality Area 4



Government of South Australia
Department for Education and
Child Development

June 2023	Added Educators sign a responsible person delegation week 0 of each year.	February 2024
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