



Determining the 'Responsible Person' Policy

To comply with the law and regulations, every Department for Education Preschool must have a 'Responsible Person' present at all times when the service is educating and caring for children. The Responsible Person is the educator who is present at the service and assumes the responsibility of day-to-day charge at any given time that the children are being educated or cared for at the service. The responsible person can be either:

- The Nominated Supervisor of the service (Director), or
- The Responsible Person who has been placed in day-to-day charge of the kindy when the Director is absent from the service and accepts the designation in writing

The Nominated Supervisor: (Director)

- Holds a supervisor certificate
- Is appointed by the Department for Education as the Nominated Supervisor
- Is responsible for day-to-day management of the kindy
- Has the responsibility for educational programs, supervision, and safety of children, entry and exit from the kindy, food and beverages, administration of medication, sleep and rest of children, and excursions and staffing

The Responsible Person: (is the person who is placed in day-to-day charge of the service in the absence of the Director)

- Meets requirements as outlined in National Regulation (Regulations 117C and 117B including
- Is at least 18 years of age
- Has adequate knowledge and understanding of the provision of education and care to children
- Has the ability to effectively supervise and manage an education and care service

Each day the name of the Responsible Person for that day, will be indicated on a display next to the Prescribed Information.

The Prescribed Information in s162 of the Education and Early Childhood Services (Registration and Standards) Act 2011 and 173 of the Education and Care Services National Regulations is displayed on the window of the room divider as you walk through the main entrance.