

Policy 15: Determining the 'Responsible Person' present

RATIONALE: To comply with the law and regulations, every Department for Education Preschool must have a 'Responsible Person' present at all times that 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 (the Department for Education site leader/Director) or
- A teacher who has been placed in day-to-day charge of the Kindy when the Director is absent from the service.

AIMS:

- A responsible person will be on the premises at all times, and 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.

The Nominated Supervisor: (is the Department for Education Preschool Director)

- Is appointed by Department for Education as the Nominated Supervisor and consents to the role
- Is responsible for the 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.

When the Nominated Supervisor is absent from the site, a Department for Education teacher will be placed in day-to-day charge of the service as the Responsible Person. The service is to follow the 'prescribed information' for the next person to act as 'nominated supervisor'.

Prescribed information is displayed at the preschool. This includes the name of the service, name of the approved provider, hours of operation, the regulatory authority details and accreditation rating. It must also include the name and phone number of the nominated supervisor, responsible persons present, educational leader and to whom complaints may be made.

The Responsible Person will be indicated and displayed daily in the photo frame on the parent sign in bench.

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

POLICY REVIEWED	September 2022	NEXT REVIEW DATE	September 2023
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