



Determining a Responsible Person/Nominated Supervisor

There is certain information that must be on display at the service in a prominent position so that it is clearly visible and accessible to families:

- name and approval number of the approved provider
- name and approval number of the service and any conditions on the service approval
- name of the nominated supervisor
- the current ratings of the service against each quality area - for a service that has not been assessed and rated there is a certificate available of [provisional - not yet assessed \(PDF 627.8KB\)](#)
- details of any waivers, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver
- hours and days of operation
- name and telephone number of a person at the service to whom complaints can be addressed
- name and position of the responsible person in charge at any given time - this can be a nominated supervisor or person in day to day charge
- name of the educational leader
- contact details of the Education Standards Board as the SA regulatory authority
- for services where the savings provision applies, a statement in respect to taken to comply
- when applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled
- when applicable, a notice of an occurrence of an infectious disease at the service.

The [prescribed information to be displayed document \(DOC 214.5KB\)](#) supports our Kindergarten to ensure we meet the requirements

What is a 'responsible person'?

Approved providers and nominated supervisors can appoint a person to be in day-to-day charge of a service in the absence of a nominated supervisor. This allows for a responsible person to be available at all times. This *does not* place any additional legal responsibilities on the person who takes on the role. The responsibilities of *educator* under the National Law still apply for them.

Responsible persons must:

- be 18 years of age or older
- have adequate knowledge and understanding of education and care provisions
- have the ability to effectively supervise and manage the service
- consent in writing to the nomination
- have completed child-protection training
- have their details on display at the service.

At Trott Park Kindergarten, the Responsible Person/Nominated Supervisor will, in the first instance, be the site Director. In their absence, the responsibility will be undertaken by the main teacher for the day. The role will be filled by a Department for Education staff member, and wherever possible, they will permanent to the kindergarten.

Related legislation

[Education and Care Services National Regulations, regulation 173](#)


[Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1](#)
[Education and Care Services National Law \(South Australia\), Section 172 \(PDF, 1.1MB\)](#)

Related policy documents

[Preschool policies, procedures and national regulations](#)

[Displaying prescribed information to meet NQF requirements](#)

This policy was developed in conjunction with the Trott Park Governing Council

Signed  (Governing Council Chairperson)

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