Preschool Determining Responsible Person Policy

Introduction

The Education and Care Services National Law determines that a responsible person must be physically present at a centre based service at all times that an Approved service operates.

Goals – What are we going to do?

Kemblawarra Public School, Preschool will ensure that 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.

Kemblawarra Public School, Preschool will ensure the process for determining the responsible person is clear to all educators and staff, and followed at all times.

Kemblawarra Public School, Preschool will ensure that details of the person responsible are documented and displayed for all users of the service.

Strategies - How will it be done?

A responsible person will be physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER –

2. The NOMINATED SUPERVISOR –

3. A CERTIFIED SUPERVISOR is someone qualified to be placed in day-to-day charge of the service.
The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;

2. Ensure the responsible person is appropriately skilled and qualified;

3. Ensure a responsible person is physically present at the centre. A substitute for the responsible person will be present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a “responsible person record”. This record will document the current responsible person.

2. A sign with the photo and the name of the responsible person will be displayed in the main entrance of the preschool.

   In the event that the responsible person in charge changes throughout the day it is the responsible person’s duty to change the photo and name on the sign.

   It is also the responsible person’s duty to notify the main office of the school that such a change has occurred.

3. 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.

Education and Care Services National Regulations 2011:177

Link to National Quality Standard: 6.1.1, 7.3.5