



## Procedure for Determining the Responsible Person Present

### NQS

QA4	4.2.1	Professional Standards Guide Practice, Interactions and Relationships.
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### Regulations

Regs	150	Responsible Person.
	177	Prescribed Enrolment and other Documents to be kept by Approved Provider.

### EYLF

LO1	Children have a strong sense of identity when educators support children's secure attachment through consistent and warm nurturing relationships.
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### Aim

To ensure that there is a *Responsible Person* present at all times at the kindergarten, educating and caring for children and that the person's name is clearly displayed at the centre.

## Implementation

The *Responsible Person* is the educator who is present at the kindergarten and assumes the responsibility of day to day charge at any given time that children are being educated or cared for at the centre.

**The *Responsible Person* can be either:**

- The *Nominated Supervisor* of the service (the *Kindergarten Director*), or
- A *Certified Supervisor* (an educator) who has been placed in day-to-day management of the kindergarten when the *Nominated Supervisor* (the *Kindergarten Director*) is absent from the service and has accepted the designation in writing.
- The name of the *Responsible Person* in charge at any given time is displayed at all times on the window beside the main entrance to the kindergarten, in accordance with regulation 173 (2) (c).

**The *Nominated Supervisor* is the *DECD Educator* that:**

- Holds a *Supervisor Certificate*.
- Is appointed by DECD as the *Nominated Supervisor* and consents to the role.
- Is responsible for day-to-day management of the kindergarten.
- Has responsibility for educational programs, supervision and safety of children, entry and exit from the kindergarten site, food and beverages, administration of medication, sleep and rest of children, excursions and staffing.

**The *Certified Supervisor* is the DECD educator who may be placed in day-to-day management of the kindergarten, as the *Responsible Person*, subject to the educator:**

- Holding a *Certified Supervisor Certificate*.
- Consenting in writing to undertake the role of *Responsible Person* before being placed in day-to-day charge of the kindergarten.

**Note 1:** The *Certified Supervisor*, when identified, as the *Responsible Person* **does not** have the same responsibilities under National Law as the *Nominated Supervisor*, they are in day-to-day management only.

**Note 2:** All DECD Preschool Director positions are a prescribed class in the legislation and as such the incumbent of these positions are automatically deemed to hold a *Certified Supervisor* status. In this instance the status belongs to the position not the person.

**Note 3:** Where a staff person holds a *Certified Supervisor Certificate*, this is a personal approval and is ongoing unless suspended, cancelled or surrendered. A *Supervisor Certificate* is not attached to a particular kindergarten and travels with the person across any education and care service in Australia.

**Note 4:** There is no maximum number of *Certified Supervisors* at a service. The site leader should assess how many staff may need to hold a *Certified Supervisor Certificate* to ensure that the *Responsible Person* requirement is met at all times that children are being educated and cared for.

## Source

Adapted from DECD Prescribed Information Procedure, 2012.

## Review

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.