DETERMINING RESPONSIBLE PERSON

Quality Area 4: Staffing and arrangements

Education and Care Services National Regulations 2011: Regulation 173,168(2)(i)

Link to national Quality Standard: 4.2

INTRODUCTION

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

GOALS

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 all educators, staff and families. The process for determining the person responsible 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.

STRATEGIES

Forest Hill Community Preschool will have a responsible person physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER – someone with management and control of the service (committee member)
2. The NOMINATED SUPERVISOR/DIRECTOR who holds a supervisors certificate and has been designated to the role of NOMINATED SUPERVISOR by the Preschool
3. A CERTIFIED SUPERVISOR who has been placed in day to day charge of the service.

The APPROVED PROVIDER will:

1. Ensure the Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the responsible person.
2. Ensure the responsible person in 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 persons records – At Forest Hill Community Preschool; this is documented on the children’s sign in /sign out sheet at the main entrance.
2. If the Director/Nominated Supervisor is away the full-time assistant or other staff member that is certified supervisor must sign and acceptance letter that they agree to take on the role of the responsible person when the Director/Nominated Supervisor is absent for short periods. If necessary a committee member may need to take on the role of responsible person if the Director/Nominated Supervisor was absent and no other staff were available to fill in as responsible person.