



## **Determining Responsible Person**

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.

### **Aims**

- 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.
- The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

### **Strategies:**

A service must always have a responsible person physically present at all times.

A responsible person must be one of the following:

1. The APPROVED PROVIDER – At Kangaroo Valley Pre School an approved provider is an Executive Member of the Management Committee.
2. The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor. At Kangaroo Valley Pre School this is Jacinta Perry.
3. A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service. Certified Supervisors at Kangaroo Valley Pre school are Jacinta Perry, Jodi Bourke and Fiona Nelson.

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. The name of the responsible person will be displayed in the main entrance at the service.
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.

### References:

Community Child Care Co operative Sample Policy: "Determining Responsible Person"

### Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011