

BERMAGUI PRESCHOOL



2.08 Responsible Person

Written By

Narelle Myers

Aim

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 and documented 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.

Responsible Person

The Preschool must always have a Responsible Person physically present at all times. A Responsible Person can be:

- The APPROVED PROVIDER – This is a person with management and control of the Preschool.
- The NOMINATED SUPERVISOR – This is a person designated by the Preschool as the Nominated Supervisor.
- A RESPONSIBLE PERSON– This is a person who has been placed in day-to-day charge of the service.

The Approved Provider will:

- Ensure Nominated Supervisors and Responsible Persons have a clear understanding of the role of the Responsible Person;
- Ensure the Responsible Person is appropriately skilled and qualified;
- Ensure a Responsible Person is physically present at the centre; and
- A substitute for the Responsible Person will be in present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

- Arrange for the keeping of a “**Responsible Person Record**”. This record will document the current Responsible Person.
- Display the name of the Responsible Person at the main entrance of the service.
- Develop rosters in accordance with the availability of Responsible Persons, centre operation and attendance patterns of children.
- A Responsible Person must complete a 7.14 Responsible Person Consent Form and Staff Record to demonstrate understanding an acceptance of this role.

Relevant Legislation

Education and Care Services National Regulations
National Quality Standard

Resources & References

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

**Relevant
Documentation**

7.14 Responsible Person Consent Form and Staff Record
7.13 Confidentiality Agreement

Date Adopted:

February 2024

Review Date:

February 2027