

BERMAGUI PRESCHOOL



2.08 Responsible Person

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: April 2026

Review Date: April 2029

Introduction

A Responsible Person will be physically present at the service at all times. The details of the Responsible Person will be clearly displayed and documented for educators, staff and families. The process for determining the Responsible Person will be clearly understood by all educators and staff and followed at all times.

Responsible Person

The service must always have a Responsible Person physically present. A Responsible Person can be:

- The Approved Provider – A person with management and control of the service
- The Nominated Supervisor – A person designated by the service as the Nominated Supervisor
- A person placed in day-to-day charge – 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
- Ensure the Responsible Person is appropriately skilled, qualified, and experienced
- Ensure a Responsible Person is physically present at the service at all times
- Ensure that where a waiver is in place, all conditions are complied with and alternative arrangements are clearly documented and followed

The Nominated Supervisor or delegated authority will:

- Maintain a Responsible Person Record documenting the current Responsible Person
- Display the name of the Responsible Person at the main entrance of the service (in accordance with Regulation 173)
- Develop rosters in accordance with the availability of Responsible Persons, service operation, and attendance patterns of children
- Ensure each Responsible Person has completed a 7.14 Responsible Person Consent Form and Staff Record
- Ensure only one Responsible Person is nominated and recorded at any given time during the service's hours of operation

Relevant Legislation

- Education and Care Services National Regulations:
 - Regulation 150 – Responsible Person
 - Regulation 168(2)(i) – Policies and Procedures
 - Regulation 173 – Prescribed Information to be Displayed
- National Quality Standard

Resources and 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

Version History

V1.0 – First Published: Pre-2026

V1.1 – Reviewed: 10/04/2026

Updated to:

- Include clarification that only one Responsible Person is recorded at any one time