

Corporate Policy

Policy:	PSK7.4 Determining Responsible Person Policy	Version no.:	2.3
Quality area:	Quality Area 7: Leadership and Service Arrangement	Date approved:	Nov 2023
Scope of policy:	Preschools	Next review:	Nov 2025
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Policy statement

A responsible person will be on the premises at all times. The details of the responsible person at any time will be clearly displayed for educators, staff and families in the foyer of the preschool. The responsible person can be the nominee of the Approved Provider or Nominated Supervisor. A Responsible Person is placed in the day to day charge of the service.

Policy

For the effective collection and confidential storage of appropriate authorisations.

Service's Responsibilities

The Approved provider will:

- Ensure the Nominated Supervisors 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 whenever it is operating.

Supervisor's Responsibilities

The Nominated Supervisor will:

- Ensure a record of the 'responsible person' is maintained.
- The name of the responsible person will be displayed at the entrance of the preschool (foyer).
- Develop rosters in accordance with the availability of responsible persons, centre operation and attendances of children.
- Ensure that, in the absence from the service premises of a Nominated Supervisor, a person is placed in day-to-day charge of the service as the Responsible Persons.
- Provide written consent to accept the role of Nominated Supervisor.

Statutory Legislation & Considerations

Education and Care Services National Regulations 2018: 168, 173

Education and Care Services National Law Act 2010

Links to National Quality Standard

National Quality Area 4 Staffing Arrangements Area 7 Governance and leadership	
4.2	Management, educators, staff are collaborative, respectful and ethical
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities are clearly defined and understood, and support effective decision-making and operation of the service.

Links to Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 3	Families and communities are involved and informed.
Standard 5	People working with children are suitable and supported.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved.
Standard 10	Policies and procedures document how the organisation is child safe.

Sources

Education and Care Services National Regulations 2011