



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

## Policy 13: Determining the responsible person present

**RATIONALE:** Madge Sexton Kindergarten will have a responsible person physically present at the centre at all times. 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 a service operates.

**SCOPE:** This policy applies to all permanent, temporary and casual staff and to volunteers working at the Centre.

### AIMS:

- A responsible person will be on the premises at all times, and 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.
- Details of the person responsible are documented and displayed for all users of the service.

### PROCEDURES:

- There must be a Responsible Person in charge of the service and physically present at all times.
- The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations.
- Generally the responsible person at a service will be the Nominated Supervisor.
- Certified Supervisors could agree to be the Responsible Person when the Nominated Supervisor is not on duty, to ensure that during all operating hours there is a Responsible Person present at the service.
- The Responsible Person, although in charge of the service does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensures that there is consistency and continuity in practice.

### A responsible person can be:

1. The **Approved Provider** – The President of the Management Committee who is responsible for the management and control of the service.
2. The **Nominated Supervisor** – The Director who has a Supervisor's Certificate and is designated by the service as the Nominated Supervisor
3. A **Certified Supervisor** – an Educator with a Supervisor's Certificate, who has been placed in day-to-day charge of the service.

The Approved Provider will:

- Ensure the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of the responsible person.
- Ensure that the responsible person is appropriately skilled and qualified
- Ensure a responsible person is physically present at the centre at all times when the preschool is operating.
- The Nominated Supervisor or delegated authority will:
- Arrange for the keeping of a "responsible person record". This record will document the current responsible person.
- The name of the responsible person will be displayed in the main entrance of the preschool.
- Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of the children.

### EVALUATION:

A responsible person is physically present at the preschool at all times and this is documented and displayed.

**Endorsed by Staff and Governing Council September 2015**

**To be reviewed: September 2017**