



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

## Policy 13: Determining the 'Responsible Person' present

**RATIONALE:** To comply with the law and regulations, every Department for Education Preschool must have a 'Responsible Person' present at all times that the service is educating and caring for children. The Responsible Person is the educator who is present at the service and assumes the responsibility of day-to-day charge at any given time that the children are being educated or cared for at the service. The Responsible person can be either:

- The Nominated Supervisor of the service (the Department for Education site leader/Director) or
- A Certified Supervisor who has been placed in day-to-day charge of the Kindy when the Director is absent from the service and accepts the designation in writing.

### **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.

**The Nominated Supervisor:** (is the Department for Education educator that)

- Holds a Supervisor certificate
- Is appointed by Department for Education as the Nominated Supervisor and consents to the role
- Is responsible for the day-to-day management of the Kindy
- Has the responsibility for educational programs, supervision, and safety of children, entry and exit from the Kindy, food and beverages, administration of medication, sleep and rest of children, and excursions.

**The Certified Supervisor:** (is the Department for Education educator who may be placed in day-to-day charge of the service as the Responsible Person)

- Holding a certified supervisor certificate
- Placed in day-to-day charge of the service

**The Responsible Person will be indicated and displayed daily on the MSK Staff board next to the children's sign in dresser.**

The Prescribed Information in s162 of the Education and Early Childhood Services (Registration and Standards) Act 2011 and 173 of the Education and Care Services National Regulations

**Endorsed by Staff and Governing Council August 2018**

**To be reviewed: August 2020**