



Date Adopted February 2013

Review Date February 2014

Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National regulations 2011: 173, 168(2) (i)

National Quality Standard: 4.2

Aim / Policy Statement

A responsible person will be on premises at Goulburn Pre-School at all times during operating hours in line with the Education and Care Services National Law requirements.

Procedures and Strategies

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 in the entry foyer.

The responsible person can be:

1. The APPROVED PROVIDER – As Goulburn Pre-School is operated through a Management Committee, this can be an executive member of the Management Committee.
2. The NOMINATED SUPERVISOR – This is the person with a supervisor's certificate designated by the service as the Nominated Supervisor. Within Goulburn Pre-School this will be the Director of the service.
3. A CERTIFIED SUPERVISOR – This is a person who has been nominated to be placed in day to day charge of the service.

The APPROVED PROVIDER will:

1. Ensure the NOMINATED SUPERVISOR and the CERTIFIED SUPERVISORS have a clear understanding of the role of the RESPONSIBLE person.
2. Ensure the responsible person is appropriately skilled and qualified.
3. Ensure a responsible person is physically present at Goulburn Pre-School during operating hours. A substitute for the responsible person will be present where a waiver is in place.

The NOMINATED SUPERVISOR or delegated authority will:

1. Arrange the procedure and format to keep a 'responsible person record' which will log date and times of the responsible person on the premises at Goulburn Pre-School throughout each day.
2. Ensure the name of the responsible person will be displayed in the main entrance foyer at Goulburn Pre-School.
3. 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, documented and displayed at Goulburn Pre-School at all times.

Resources and Attachments

- Goulburn Pre-School Responsible Person Record
- Community Child Care Co-Operative NSW Sample Policies

Required Application Forms

- CS01 - Application for Supervisor Certificate (ACECQA Website)
- PA02 - Declaration of Fitness and Propriety (ACECQA Website)
- CSDF 3 - Working With Children Check (NSW Community and Families Website)