

Konomi kindergarten

Determining Responsible Person

QUALITY AREA 4: STAFFING ARRANGEMENTS

Introduction

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 an Approved service operate.

Goals

- A responsible person will be on the premises at all times, and the 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.

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2011 150,173,168(2)(i).
- Education and Care Services National Law Act 2010
- National Quality Standards 2011/ [Link to Standard 4.2.](#)

Who is affected by this policy?

Children
Educators
Staff
Families
Management

Strategies & Implementation

It is Konomi kindergarten's responsibility to ensure that a Responsible Person is physically present on the premises at all times, the Service operates.

A Responsible Person can be:

1. The Approved Provider (or person in management or control) or
2. The Nominated Supervisor– this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor or
3. A Certified Supervisor who has consented to be placed in day to day charge of the Service. The Certified Supervisor does not have the same responsibilities as a Nominated Supervisor. A Certified Supervisor must cons

All of the above must have an Approved Child Protection Statement of Attainment (see Department of Education and Communities website ent to this nomination in writing.

The Approved Provider will ensure:

1. Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible Person;
2. The Responsible Person is appropriately skilled and qualified;
3. A Responsible Person is physically present at the Service.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a "**responsible person record**". This record will document the current responsible person. See the model on display **and records of day to day responsible people at the service.**
2. The name of the responsible person will be displayed in the main entrance at the service.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Evaluation

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

Sources

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

Guide to the National Quality Standard 2011

Department of Education and Communities www.det.nsw.edu.au

Review of the policy

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Policy Reviewed in April 2014

next review date: April 2015/ or when legislation changes