St. Joseph’s Preschool Responsible Person Policy and Procedures

2. PROCEDURE STATEMENT

St. Joseph’s preschool will ensure they have a Responsible Person present at all times that the service is educating and caring for children and that the person’s name is clearly displayed at the centre.

3. PURPOSE

The purpose of this procedure is to provide guidelines to determine the Responsible Person at the St. Joseph’s Preschool.

4. SCOPE

Procedure is applicable to St. Joseph’s preschool. In particular this procedure is in relation to the requirements as outlined in:

- the Education and Care Services National Law Act 2010, Sections 162 (1) and the
- Education and Care Services National Regulations, Regulation 150.

5. OBJECTIVE

To ensure St. Joseph’s preschool complies with the law and regulations relating to the requirement to have a Responsible Person in day to day charge at all times that children are being educated or cared for by the service.

6. PROCEDURE DETAILS

St. Joseph’s preschool must have a Responsible Person present at all times that the service is educating and caring for children.

6.1 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 children are being educated or cared for at the service.

The responsible person can be either:

- the Nominated Supervisor of the service (the Principal), or
- a Certified Supervisor who has been placed in day to day charge of the service when the Nominated Supervisor (Principal) is absent from the service and accepts the designation in writing.

6.1.1 The Nominated Supervisor

Is the educator that:

- holds a supervisor certificate
- is appointed by the School Board as the Nominated Supervisor & consents to the role
- is responsible for day to day management of the service
- has responsibility for educational programs, supervision and safety of children, entry and exit from the premise, food and beverages, administration of medication, sleep and rest of children, excursions and staffing.
6.1.2 The Certified Supervisor

Is the Lead educator who may be placed in day to day charge of the service, as the Responsible Person, subject to the educator:

☐ holding a certified supervisor certificate
☐ consenting in writing to undertake the role of Responsible Person before being placed in day to day charge of the Service.

Note 1: The certified supervisor, when identified, as the responsible person does not have the same responsibilities under the National Law as the Nominated Supervisor, they simply are in day-to-day charge.

Note 2: All Principals (that operate a school based preschool) and Preschool Directors positions are a prescribed class in the legislation and as such the incumbent of these positions are automatically deemed to hold a certified supervisor status. In this instance the status belongs to the position not the person.

Note 3 Where a staff person holds a certified supervisor certificate, this is a personal approval and is ongoing unless suspended, cancelled or surrendered. A supervisor certificate is not attached to a particular service and travels with the person across any education and care service in Australia.

Note 4: There is no maximum number of certified supervisors at a service. The site leader should assess how many staff may need to hold a certified supervisor certificate to ensure that the responsible person requirement is met at all times that children are being educated and cared for.

6.2 Requirement to display / indicate who the Responsible Person is at any given time

The name of the responsible person in charge at any given time is to be displayed in a prominent position at the entrance to the service in accordance with regulation 173 (2) (c). Refer to associated procedure - Prescribed Information to be Displayed.

7. ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Party / Parties</th>
<th>Roles and responsibilities</th>
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<tbody>
<tr>
<td>St. Joseph’s preschool site leader</td>
<td>☐ Comply with obligations and requirements set out in the National Law and all relevant government policies</td>
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<tr>
<td></td>
<td>☐ Comply with the requirements of this procedure and any related DECD policy/procedure</td>
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<td></td>
<td>☐ Ensure appropriate communication is maintained with the Relevant consultant</td>
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<td></td>
<td>☐ Seek advice or assistance when required.</td>
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9. DEFINITIONS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>DECD preschool service</td>
<td>A DECD preschool may also be a kindergarten, children’s services centre or a school based preschool service.</td>
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</table>
| Responsible Person            | Is the educator who is present at the service, at any given time, who has assumed the day to day charge of the service. The responsible person can be either:  
   - the Nominated Supervisor of the service (the DECD site leader), or  
   - a Certified Supervisor who has been placed in day to day charge of the service when the Nominated Supervisor (the DECD site leader) is absent from the service. |
| Nominated Supervisor          | The person appointed by DECD, who holds a supervisor certificate and has consented in writing to be in charge of day-to-day management of the Approved Service. |
| Certified Supervisor          | An educator who holds a certified supervisor certificate and is eligible to be placed in the role of a Responsible Person |
| Prescribed Information        | Information prescribed in s162 of the Education and Early Childhood Services (Registration and Standards) Act 2011 and 173 of the Education and Care Services National Regulations. |
10. ASSOCIATED DOCUMENTS

Education and Care Services National Regulations

Education & Early Childhood Services Regulations and Standards Act 2011

Guide to the National Law and National Regulations
Guide to the National Law and National Regulations | RTF

DECD Prescribed Information Procedure

DECD HR factsheets – Application of the National Quality Framework
for associated factsheets to align DECD HR policy and practices

ACECQA Information Sheet – National Quality Framework - Nominated Supervisors
Nominated Supervisors

ACECQA Information Sheet – National Quality Framework - Certified Supervisors
Certified Supervisors

ACECQA FAQ – Compliance “Does the nominated supervisor always have to be present at a centre-based service?”
http://acecqa.gov.au/faqs/#Comp%204

Anne Burke
School Board Chairperson

Dated: June 2015