



Determining the Responsible Person Policy (SA 3)

Policy Rationale

The Education and Care Services National Law determines that a responsible person must be physically present at Cooks Hill Preschool, at all times that the Approved Service operates.

Strategies, Practices and Procedures

- A responsible person (the Nominated Supervisor) will be on the premises at all times; and this will be noted on the Prescribed Information sheet which is clearly displayed on the noticeboard.
- The process for determining the responsible person will be clear to all staff, and followed at all times.
- The Nominated Supervisor is determined to be the responsible person, however if the Nominated Supervisor is not on the premises, the Certified Supervisor will be assigned as the responsible person.
- The Certified Supervisor who has been placed in day-to-day charge of the service, and therefore taking on the role of responsible person will be noted on the Prescribed Information sheet. The Certified Supervisor must hold appropriate skills and qualifications.
- The Approved Provider (The President of the Management Committee who is responsible for the management and control of the service) may also be designated as the responsible person, if the Nominated Supervisor and Certified Supervisor are not on the premises.

- The Responsible Person, although in charge of the service does not take on the responsibilities of the Nominated Supervisor.
- The responsible person will be documented on the Staff Sign-In Sheet.

Links to Legislation & National Quality Standards

- Education and Care Services National Regulations 2011: 168, 173
- Guide to the National Quality Standard ACECQA (2011): 4.2

Links to other Policies

- Staff Guidelines (SA 1)

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