



Determining the 'Responsible Person' Present Policy

To comply with the law and regulations, every DECD 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 DECD 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

The Nominated Supervisor: (is the DECD educator that)

- Holds a supervisor certificate
- Is appointed by DECD as the Nominated Supervisor and consents to the role
- Is responsible for 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 and staffing

The Certified Supervisor: (is the DECD 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 present will be indicated and displayed daily on the glass door of the entrance to the kindergarten building.

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, is also displayed on the window of the room divider as you walk through the main entrance.