

## DETERMINING THE RESPONSIBLE PERSON PRESENT USER GUIDE

### OVERVIEW

*This guide covers DECD policy for Determining the Responsible Person Present on-site at all times.*

### INSTRUCTIONS

#### Leadership will:

- Ensure a responsible person is on site at all times. The responsible person can be either the Nominated Supervisor (the Director) or a Certified Supervisor.
- Ensure the name of the Nominated or Certified Supervisor is displayed prominently so staff are aware who to consult with.
- Be aware there is no maximum number of certified supervisors at a service
- Nominate appropriate staff members to act as Certified Supervisors (see below)

#### Nominated Supervisor will:

- Be a DECD employee, usually the Director, who consents to undertake the role.
- Be responsible for day to day management of the service including: 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
- Ensure the following information is displayed in a prominent position:
  - The name of the Approved Provider (DECD) and the education and care service
  - The name of the Nominated Supervisor
  - The hours and days of operation
  - The name and contact number of someone on-site to whom complaints are addressed
  - The name of the responsible person in charge at any given time
  - The name of the educational leader at the service
  - The contact details of the Regulatory Authority
  - When applicable, a notice stating that children diagnosed with anaphylaxis attend
  - When applicable, a notice of an occurrence of an infectious disease at the service
  - The provider approval number and service approval number
  - Any conditions on the provider approval and service approval
  - The service's current rating level for each Quality Area and the overall rating
  - Details of any waivers held by the service, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver.

#### Certified Supervisor will:

- Be responsible for day-to-day management of the site when identified as the responsible person i.e. when no Nominated Supervisors are present.
- Be inducted as a Certified Supervisor when undertaking a team leader role.
- Consent in writing to being a Certified Supervisor and consent in writing to undertake the role of Responsible Person before being placed in day to day charge of the Service.

**Implemented:** May 2014

**Reviewed:** May 2018

**Next Review:** May 2019

#### DECD Policies:

[Prescribed Information Procedure](#)

Australian Children's Education and Care Quality Authority, *Changes to supervisor certificate application requirements*

#### DECD Forms:

[Prescribed Information to Be Displayed](#)