

DETERMINING THE RESPONSIBLE PERSON PRESENT USER GUIDE

OVERVIEW

This guide covers Department for Education 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 senior staff member (Team Leader/permanent qualified educator).
- Ensure the name of the Nominated Supervisor and responsible person is displayed prominently so staff are aware who to consult with.
- Inform admin staff of who is acting as responsible person each day.

Nominated Supervisor will:

- Be a member of site Leadership
- 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 and/or site leader
 - 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.

Responsible Person on-site will:

- Be aware of their responsibilities in an emergency
- Make themselves known to any staff who require guidance during the day
- If not Leadership staff, be responsible for information sharing when Leadership staff are next on-site (preferably within 24 hours).

Admin will:

- Update the display board at the front desk each morning with the responsible person for the day.

Implemented: May 2014

Reviewed: November 2023

Next Review: November 2024

Department for Education Policies:

[Prescribed Information Procedure](#)

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

Department for Education Forms:

[Prescribed Information to Be Displayed](#)