



# St. Thomas School & Pre-School

10 Rushton Street, Goodwood 5034

Ph: 8271-5674 Fax: 8272-6045

E-mail: [info@stg.catholic.edu.au](mailto:info@stg.catholic.edu.au)

[www.stg.catholic.edu.au](http://www.stg.catholic.edu.au)

## Responsible Person Procedure

### Procedure Statement:

St Thomas Pre-school will ensure 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.

### Scope:

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

### Procedure details:

Each preschool must have a Responsible Person present at all times that the service is education and caring for children.

#### 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, or
- A Certified Supervisor who has been placed in day to day charge of the service when the nominated supervisor is absent from the service and accepts the designation in writing.

#### 2. The Nominated Supervisor

Is the educator that:

- Holds a supervisor certificate
- Is appointed as the Nominated Supervisor and 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.

### 3. The Certified Supervisor

Is the 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

#### **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

#### **Monitoring, Evaluation and Review**

This procedure will be reviewed in 2 years or earlier if legislative changes are implemented.

#### **Definitions and Abbreviations**

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<b>Term</b>	<b>Meaning</b>
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 A Certified Supervisor who has been placed in day to day charge of the service when the Nominated Supervisor is absent from the service
Nominated Supervisor	The person 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 roll 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