

# DETERMINING RESPONSIBLE PERSON POLICY



*Play, laugh...  
...learn, grow!*

## **Mandatory – Quality Area 4**

### **PURPOSE**

This policy will provide guidelines to assist in determining the Responsible Person at Goulburn Region Preschool Association Inc.

### **POLICY STATEMENT**

#### **1. VALUES**

Goulburn Region Preschool Association Inc is committed to:

- meeting its duty of care (refer to *Definitions*) obligations under the law
- ensuring staffing arrangements contribute to the health, safety, wellbeing, learning and development of all children at the centre
- meeting legislative requirements for a Responsible Person to be on the centre premises at all times.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers and parents/guardians of Goulburn Region Preschool Association Inc.

#### **3. PROCEDURES**

##### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within
- ensuring there is a Responsible Person (refer to *Background* and *Definitions*) on the premises at all times the centre is delivering education and care programs for children
- ensuring that the name and position of the Responsible Person in charge of the centre is displayed and easily visible from the main entrance of the centre<sup>1</sup> (National Law: Section 172)
- ensuring that the centre does not operate without a Nominated Supervisor, and that this person has given written consent
- ensuring that the name of the Nominated Supervisor is displayed prominently at the centre
- ensuring that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications and approved training, and a Working with Children Check (refer to *Staffing Policy*) is kept on the staff record (Regulation 146)
- notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor (Section 56, Regulation 35)

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<sup>1</sup> The guidelines to the National Regulations state that, given the Responsible Person in charge may change throughout the day (for example, at a changeover of shifts), this requirement might be met on a whiteboard or interchangeable name plate at the entrance of the service premises.

- ensuring that, in the absence from the centre of a Nominated Supervisor– (refer to *Definitions*) a responsible person is placed in day to-day charge of the centre
- ensuring that the Nominated Supervisor/s have a sound understanding of the role of Responsible Person
- ensure sufficient staff give written consent to be placed in day to day charge of the centre
- notifying the Regulatory Authority in writing if there any changes to:
  - the name of the Approved Provider
  - the appointment or removal of a person with management or control of the centre operated by the Approved Provider
  - the status of the Approved Provider as fit and proper
- notifying the Regulatory Authority if a Nominated Supervisor has their Working with Children Check card or teacher registration suspended or cancelled, or if they are subject to any disciplinary proceedings under the law.

**All Early Childhood Staff are responsible for:**

- consenting to be the centre responsible person if requested by GRPSA by signing staff records.
- providing written consent to accept the role of Nominated Supervisor
- ensuring they have a sound understanding of the role of Responsible Person
- ensuring that the name and position of the Responsible Person in charge of the centre is displayed and easily visible from the main entrance of the centre
- developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children
- notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings
- understanding that an educator placed in day-to-day charge of an approved service **does not** have the same responsibilities under the National Law as the Nominated Supervisor

**Parents/guardians are responsible for:**

- reading and understanding this policy
- being aware of the Responsible Person at the centre on a daily basis.

**Volunteers and students, while at the centre, are responsible for following this policy and its procedures.**

**EVALUATION**

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

Nil

**Authorisation**

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc on 8<sup>th</sup> October 2012

Review and Approved: 24<sup>th</sup> September 2016

Review and approved: June 2020

Review Date: June 2023

