

DETERMINING THE RESPONSIBLE PERSON PRESENT Version 1.3

Site 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.

Nominated Supervisor will:

- Be a Department for Education 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 premises, food and beverages, administration of medication, sleep and rest of children, excursions and staffing
- Ensure the following information (as outlined in the **DE Prescribed Information Procedure**) is displayed in a prominent position:
 - o The name of the Approved Provider (DECD) and the Education and Care service
 - o The name of the Nominated Supervisor
 - o The hours and days of operation
 - o The name and contact number of someone on-site to whom complaints are addressed
 - o The name of the responsible person in charge at any given time
 - o The name of the educational leader at the service
 - o The contact details of the Regulatory Authority
 - o When applicable, a notice stating that children diagnosed with anaphylaxis attend
 - o When applicable, a notice of an occurrence of an infectious disease at the service
 - o The provider approval number and service approval number
 - o Any conditions on the provider approval and service approval
 - o The service's current rating level for each Quality Area and the overall rating
 - o 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.
- 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.

CREATED: March 2017

REVIEWED: January 2018, January 2019

TO BE REVIEWED: January 2020

SOURCED: Prescribed Information Procedure

ACECQA, Changes to supervisor certificate application requirements.

Guide to the Education and Care Services National Law and the Education and Care National Regulations 2011 (February 2017 update)