

DETERMINING THE RESPONSIBLE PERSON PRESENT Version 1.4

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 **DfE Prescribed Information Procedure**) is displayed in a prominent position:

- o The name of the Approved Provider (DfE) and the Education and Care service
- o The name of the Nominated Supervisor / Certified 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.

CREATED: March 2017
REVIEWED: January 2018, January 2019, September 2020, September 2021
TO BE REVIEWED: September 2022
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)