

## DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE

### Legislation and Government Requirements:

Education and Care Services National Law WA Act 2012 and relevant Regulations  
National Quality Standard for Early Childhood Education and Care  
Early Years Learning Framework for Australia

### Policy Statement:

A responsible person will be on the premises at all times, the name and title of the responsible person at any time will be clearly displayed for staff and families.

The process for determining the responsible person will be clear to all staff, and followed at all times.

Details of the person responsible are documented and displayed for all users of the service.

### Strategies for implementation:

A service must always have a responsible person physically present at all times.

A responsible person can be:

1. The APPROVED PROVIDER – if this is an individual. If it is an organisation or company then someone with management and control of the service.
2. The NOMINATED SUPERVISOR – this is a person with a Supervisor's Certificate designated by the service as the Nominated Supervisor.
3. A CERTIFIED SUPERVISOR who has been placed in day-to-day charge of the service.

The Approved Provider will:

1. Ensure Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person;
2. Ensure the responsible person is appropriately skilled and qualified;
3. Ensure a responsible person is physically present at the centre. A substitute for the responsible person will be in present where a Waiver is in place.

The Nominated Supervisor or delegated authority will:

1. Arrange for the keeping of a “**responsible person record**”. This record will document the current responsible person.
2. The name of the responsible person will be displayed in the main entrance at the service.
3. Develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children

### SOURCES

- Education and Care Services National Law WA Act 2012 and related Education and Care Regulations,
- Community Childcare Cooperative NSW Policies