



Victor Harbor Community Kindergarten

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Responsible Person Policy

8/2/2021

Purpose

The Victor Harbor Community Kindergarten will ensure there is a responsible person present at all times who will manage the day-to-day operation of the service while children are being educated and cared for.

The responsible person is appropriately qualified and has suitable skills to perform the role as the responsible person to be present when the service is educating and caring for children.

Procedure

The responsible person is appropriately qualified and has suitable skills to perform the role as the responsible person to be present when the service is educating and caring for children.

The responsible person can be:

- the **Nominated Supervisor** of the service (the Preschool Director or the Principal, who accepted the role of **Nominated Supervisor** on accepting, in writing, the position of Preschool Director or Principal) or;
- an **identified educator(s)** who has been placed in charge of the day-to-day operation of the preschool service when the Nominated Supervisor is absent from the preschool service premises.

The Nominated Supervisor will elect a responsible person to manage the day-to-day operation of the service during their absences from the preschool service premises. The elected responsible person must complete the attached *Responsible Person Acceptance Form* before undertaking the role. Completed forms are kept on file.

The responsible person's name is displayed on the preschool service's notice board at all times. Whenever this role is assumed by a different person, other than the Nominated Supervisor, the notice board display will reflect the change of name to ensure parents and families know who to direct queries too.

Resources

This information relates specifically to and meets the requirements of Regulations 150 and 168 of the *Education and Care Services National Regulations*.

Approved and Checked By

Review 2022 or when required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date