



Victor Harbor Community Kindergarten

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Responsible Person Policy

Updated 21-2-2023

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.

There is certain information that must be on display at the service in a prominent position so that it is clearly visible and accessible to families:

- name and approval number of the approved provider
- name and approval number of the service and any conditions on the service approval
- name of the nominated supervisor
- the current ratings of the service against each quality area - for a service that has not been assessed and rated there is a certificate available of [provisional - not yet assessed \(PDF 627.8KB\)](#)
- details of any waivers, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver
- hours and days of operation
- name and telephone number of a person at the service to whom complaints can be addressed
- name and position of the responsible person in charge at any given time - this can be a nominated supervisor or person in day to day charge
- name of the educational leader
- contact details of the Education Standards Board as the SA regulatory authority
- for services where the savings provision applies, a statement in respect to taken to comply

- when applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled
- when applicable, a notice of an occurrence of an infectious disease at the service.

Resources

DFE - <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/nqf/prescribed-information-for-nqf>

Legislation Requirements

Regulation 173

Approved and Checked By

Review 2024 or when required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
21-2-2023	<ul style="list-style-type: none"> • Made sure legislations were all included and made them clearer under a separate heading • Added more details • Updated logo 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

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