



Responsible Person Policy

Parafield Gardens Children's Centre will ensure there is always a responsible person on site. This person will manage the day-to-day operation of the service while the centre is open during term time.

The responsible person is qualified and has consented to the role in writing as the responsible person.

This can be:

- the **Nominated Supervisor** of the service (the Preschool Director) who accepted the role of **Nominated Supervisor** on accepting, in writing, the position of Director.
- an identified teacher who has been placed in charge of the day-to-day operation of the service when the preschool director is absent from the service.
- The occasional care coordinator if all teachers are absent and no preschool children are on site.

The Nominated Supervisor will elect a responsible person to manage the day-to-day operation of the service during absences.

The responsible person's name is always displayed on the services' notice board. Whenever this role is assumed by a different person other than the Nominated Supervisor, the change of name is displayed with a coloured spot.

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

Staff are informed on the sign on sheet. They may also be informed through Teams verbal communication or via email.

The Nominated Supervisor is usually available off site if needing to be contacted in an emergency. If the Nominated Supervisor cannot be contacted members of the Local Education Office are available to support the site. These are Julie Stephenson (Early Childhood Leader), Ros Maio (Education Director) and if neither of these are available then contact Dawn Brown the PA for the Education Director who will find another LET team member or someone else to assist.

All relevant staff have been provided phone numbers for the above people.

Approved by Governing Council 12 May 2023