



Determining the Responsible Person Present

Rationale

The Pines Preschool will always have a 'responsible person' present. This is the educator responsible for the day-to-day running of the centre.

National Quality Standards

Regulation 168 (policy) of the Education and Care Services National Regulations 2018.

Quality Area 4: Staffing arrangements

At our preschool:

- The organization of educators across the service supports children's learning and development
- Management, educators and staff work with mutual respect and collaboratively

There are also links to:

Quality Area 7: Governance and leadership

Educators Responsibilities

- The 'responsible person' is the principal, the 'nominated supervisor' is the preschool leader. When the preschool leader is absent, follow the 'prescribed information' for the next person to act as 'nominated supervisor'
- Prescribed information is displayed at the preschool. This includes the name of the service, name of the approved provider, hours of operation, the regulatory authority details and accreditation rating. It must also include the name and phone number of the nominated supervisor, responsible persons present, educational leader and to whom complaints may be made.
- The name of the responsible person present is displayed on the office door.

Policy review

[Quality area 7: Leadership and service management](#)

Revision Record

Version	Approved by	Approved date	Amendments

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Approved at Governing Council on (Date): _____

Approved by Principal: Cherie Collings _____

Approved by Governing Council Chairperson: _____

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