

## Procedure

# Determining the Responsible Person Present

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Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including:

'Displaying prescribed information to meet NQF requirements' on website National Regulation 173

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

All preschools will ensure they have a Responsible Person present at all times that the service is educating and caring for children and that the person's name is clearly displayed at the Centre.

**At Loxton Preschool Centre the name of the Responsible Person in charge at any given time is displayed in the Reception area of the main preschool building.**

Generally the Responsible Person in charge is the Nominated Supervisor of the preschool (the Department for Education preschool director). This will be the case every day at the Loxton Preschool Centre unless recorded differently in the Preschool Diary.

In the event of the preschool director being absent from the site, a teacher will be placed in day-to-day charge of the service subject to their acceptance of the role. This delegation will be recorded in writing in the Preschool Diary kept on the table in the main office. The teacher accepting the role as Responsible Person for the day is required to sign their name alongside the diary entry.

The teacher, when identified as the Responsible Person does not have the same responsibilities under the National Law as the Nominated Supervisor, they simply are in day-to-day charge, for example, they can be a point of contact for parents and staff in the absence of the Nominated Supervisor. The responsibilities relevant to educators under the National Law continue to apply.