RESPONSIBLE PERSON POLICY

PURPOSE

Village Early Education is committed to ensuring a suitably qualified and authorised Responsible Person is physically present at each Service at all times children are being educated and cared for. The Responsible Person provides leadership, oversight and support to ensure the safety, wellbeing and effective operation of the Service in accordance with legislative requirements and Village policies and procedures.

RESPONSIBLE PERSON REQUIREMENTS

A Responsible Person must be physically present at the Service whenever children are being educated and cared for.

A Person in Day-to-Day Charge does not automatically assume the legislative responsibilities of a Nominated Supervisor.

The Approved Provider must ensure an eligible and authorised Responsible Person is available for the entire period children are in attendance.

A Responsible Person may be:

- The Approved Provider, if an individual, or a Person with Management or Control.
- A Nominated Supervisor.
- A Person in Day-to-Day Charge (PIDTDC) who has been appropriately appointed and has provided written consent.

ELIGIBILITY AND SUITABILITY

Before appointing a Nominated Supervisor or placing a person in day-to-day charge, Village Early Education must ensure the individual meets the applicable legislative requirements and is suitable to undertake the role.

Consideration must be given to:

- Being at least 18 years of age.
- Having adequate knowledge and understanding of the provision of education and care to children.
- Demonstrating the ability to effectively supervise and manage an education and care service.
- Holding a valid Working with Children Check or applicable teacher registration.
- Having completed required child protection and child safety training.

- Demonstrating an understanding of child safety, supervision, emergency management and relevant Service policies and procedures.
- Their relevant qualifications, experience, compliance history and any matters that may affect their suitability.
- Providing written consent to their nomination or placement, where required.

The Approved Provider must ensure individuals remain suitable for their appointed role and reassess their suitability where circumstances or concerns arise.

An individual must not continue in the role where they no longer meet the applicable requirements or are unable to effectively fulfil their responsibilities.

RESPONSIBLE PERSON ARRANGEMENTS

Each Service must have clear arrangements to ensure a Responsible Person is physically present and identifiable throughout the day.

- The Responsible Person must be present whenever children are being educated and cared for.
- The current Responsible Person's name and position must be clearly displayed and accessible to families, visitors and employees.
- A record must be maintained identifying the Responsible Person during each period of responsibility.
- Educators and staff must be aware of who is acting as the Responsible Person.
- The Responsible Person must be available and accessible to educators, staff and families and have the capacity and authority to respond to matters arising at the Service.
- Arrangements must be in place to maintain continuity when the Responsible Person is absent, unavailable or required to leave the premises.

HANDOVER OF RESPONSIBILITY

Responsibility must be formally transferred whenever there is a change in the Responsible Person.

A Responsible Person must not leave the Service without ensuring another authorised Responsible Person has assumed responsibility.

- Responsibility must only be transferred to an appropriately authorised and eligible individual.
- The outgoing and incoming Responsible Persons must ensure a clear handover occurs.
- Relevant information regarding children's safety, staffing, incidents, emergencies or other matters requiring attention must be communicated.
- All changes must be recorded in the Responsible Person Register.

- The name and position displayed at the Service must be updated to reflect the current Responsible Person.
- Educators and staff must be informed of the change in responsibility.

RECORDS AND NOTIFICATIONS

Village Early Education must maintain accurate and current records relating to Responsible Person arrangements. This includes:

- Relevant appointments, placements and written consent.
- Evidence of eligibility, suitability, qualifications and required checks.
- Records identifying the Responsible Person for each period children are being educated and cared for.
- Changes to appointments or arrangements.
- Notifications to the Regulatory Authority where required.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Responsible Person Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service, or earlier in line with the *Governance Policy*.

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	OCTOBER 2026	NEXT REVIEW DATE	OCTOBER 2027
VERSION NUMBER	V12.10.26		
MODIFICATIONS	• redrafted for clarity • sources checked for currency and updated as required		