



# **POLICY**

## **DETERMINING THE RESPONSIBLE PERSON AT THE SITE**

Managed by: Jenny Fox	Responsible position: Director	Status: Approved
Contact position: Chairperson	Date approved by Governing Council 30 August 2016	Next review date: May 2019



# 1. TITLE

## DETERMINING THE RESPONSIBLE PERSON AT THE SITE

### 2. PURPOSE

To ensure all staff and visitors are aware of the name of the responsible person each day and requirements in relation to the responsible person's role. This policy covers NQS requirements and also workplace health and safety requirements to ensure there is always someone to be responsible on site in an emergency etc. regardless of whether preschool and occasional care are operating.

### 3. POLICY DETAIL

#### Preschool

- The Director is the responsible person when on duty
- The permanent teacher is the responsible person when the director is absent.
- If the director and teacher are absent another teacher will be nominated as the responsible person by the director (or teacher in the director's absence).
- If someone other than the director will be the responsible person they must sign that they will take on this role on the day in the appropriate place on the sign on sheet.
- The centre cannot operate without a responsible person when preschool is operating

#### Occasional Care

- The Director is the responsible person when on duty
- The Occasional Care coordinator is the responsible person when the director is absent if there are no other teachers on site. This staff member will consult with other staff members on duty in an emergency.
- If the director and occasional care coordinator are absent another qualified person (ECW2) must take on this role.
- If someone other than the director will be the responsible person they must sign that they will take on this role on the day in the appropriate place on the sign on sheet.
- The centre cannot operate without a responsible person when occasional care is operating and this must be the director, another teacher or the ECW2.

#### Playgroup

On days when Learning Together playgroup operates:

- The playgroup teacher is responsible for ensuring that all aspect of the playgroup are running according to DECD and centre policy and this teacher has the duty of care in the playgroup.
- The director is the responsible person for the site (if on site). When the director is absent then the permanent teacher is the responsible person. The director may delegate responsibility to a staff member in the playgroup to take a lead role in terms of ensuring policy and procedures are followed etc.
- If neither the director nor teacher are present on a day playgroup is operating the director may nominate a staff member to be responsible for the site for the day. If there are no other staff in the building, the Learning Together staff will consult with the Elizabeth Grove Primary School office for emergencies.
- The Playgroup teacher and other staff should follow all reasonable directions by centre staff.

## **Other Groups**

- The person leading the group is responsible for all aspects of the group and ensures they are running according to DECD and centre policy.
- An induction will be provided to leaders of any groups on site.
- No group leader or external agency staff member can be with children on site unless a DECD educator is present. The exception to this is if there is a family access visit on site through Families SA then a Families SA approved staff member e.g. a social worker can take on this role.
- All people taking any group must have the appropriate criminal history screen.
- The group leader and any other staff who are part of the group should follow all reasonable directions by centre staff.

## **When educators are not present**

In the event that there are no educators working on site (e.g. in holiday periods):

- One staff member who is on site should liaise with the director or the director's nominee in an emergency via phone. The director will nominate a person to be responsible in an emergency when needed.
- If the director cannot be reached the staff member should liaise with the regular centre teacher by phone.
- If the director and teacher are not contactable the staff member will be provided with another contact and may also need to phone the school office or the Para Hills DECD office.
- A list of these contacts should be available in the diary for staff during these times.

## **Notification of the responsible person**

- A list of possible responsible people must be visible on the notice board upon entry to the centre. Only the responsible people under NQS are noted on display.
- A coloured spot next to the person who is the responsible person on a given day designates who is the responsible person is on that day.
- This spot must be changed if the responsible person leaves the centre during the day.
- It is each staff member's responsibility to be aware who the responsible person is on a given day.

## **Induction**

- All new staff, contractors and visitors should be made aware of who the responsible person is on a given day or how to access this information.