



Responsible Person Present

*Education and Care Services National Law 2010: Sections 5, 44, 56, 106–109, 114, 115, 118, 161, 162, 164, 172, 291(5)
National Quality Standard, Quality Area 7: 7.1, 7.5 and Area 4: 4.1*

Under the Education and Care Services National Law Act 2010 (ECSNL Act) S162, it is a requirement that a responsible person be present at all times the service is educating and caring for children.

At Kozy Kids we are committed to:

- Meeting legislative requirements for a Responsible Person to be on the service premises at all times
- Ensuring staffing arrangements contribute to the health, safety, wellbeing, learning and development of all children at the service
- Meeting our duty of care under the obligations of the law
- Ensuring that a staff record be kept that includes the name of the responsible person at the service for each time that children are being educated and cared for by the service

Responsible persons may be:

- The Nominated Supervisor of the service
- A Certified Supervisor who has been placed in day to day charge of the service. They must be nominated and have agreed to be the Responsible Person Present in the Nominated Supervisors absence

Minimum requirements for qualifications, experience and management capability

the responsible person must have—

- adequate knowledge and understanding of the provision of education and care to children; and
- the ability to effectively supervise and manage an education and care service; and
- at least one of the following—
 - (i) at least 3 years' experience working as an educator in an education and care service or a children's service or a school or in a service regulated under a former education and care services law;
 - (ii) an approved diploma level education and care qualification;
 - (iii) an approved early childhood teaching qualification.

A person may be covered by a supervisor certificate if they are responsible for the day to day management of the service or exercising supervisory and leadership responsibilities for part of the service.

Process for certified supervisor to be placed in day to day charge of education and care service

A certified supervisor is placed in day to day charge of an education and care service if—

- (a) the approved provider or the nominated supervisor for the service designates the certified supervisor as the certified supervisor in day to day charge; and
- (b) the certified supervisor accepts the designation in writing