

## Early Years Services – QA4.2 Determining the Responsible Person Present

TRIM Reference: D15/42616

Due for Review: 30 July 2026

**Responsible Officer:** Coordinator Early Years

### Purpose

This policy outlines Surf Coast Shire Council's commitment to ensure that all Surf Coast Shire Early Years Services have a suitable, recognised, responsible and qualified person present to ensure that the services are effectively supervised and managed at all times, during the hours of operation.

### Policy Principles

Evidence of link to National Quality Standards: 4.1, 4.2, 7.3.1, 7.3.5  
Victorian Children's Services Regulations 2020

Evidence of link to Education & Care Services National Regulations  
s5, s161, s162, s164, r117(a) to (c) s168 (2) (i)

### Scope

This policy applies to all Surf Coast Shire Council staff, educators, volunteers and students; and families of children receiving Surf Coast Shire Council Early Years Services under the National Regulations.

For applicable services the equivalent to the responsible person present under the Victorian Children's Services Regulations 2020 applies.

### Policy

- Determination of the responsible person present will follow the requirements of the Education and Care Services National Regulations 2011 (as outlined under 'Definitions' in this document), or as applicable the Victorian Children's Services Regulations 2020.
- A responsible person will be available at all times during the hours that the service is being provided to children in all Surf Coast Shire Council Early Years Services.
- A responsible person will accept the role in writing.
- Staff/educators must be aware of who the responsible person in charge of the service is for the days they are employed.
- The details of the responsible person present will be displayed at the service.
- Families and members of the public must have access to who the responsible person is via signage at the service and/or verbally by staff and educators of the service.

### Responsible Persons

The Surf Coast Shire will adhere to the principals and standards set out in the National Quality Framework (NQF), which relates directly to section 162(1)(a) to (c) of the National Law.

The Surf Coast Shire will use the information set out to guide its practices when relating to a responsible person.

The responsible person will ensure they understand and adhere to our Child Safe Organisation Policy, Confidentiality Policy, The safe use of digital technologies and online environments Policy and all other early years policies.

The responsible person will ensure all staff, student, volunteers and contractors will not use their personal mobiles phones and devices while working with children.

The responsible person will read, accept and sign to Electronic Device Agreement and the child safe standards Code of Conduct.

**A Responsible person can be one of the following;**

**Approved Provider: (Surf Coast Shire)**

A person with management or control of the provider if the provider is not an individual.

The Approved Provider has overall responsibility for the service, and must take reasonable steps to ensure children's safety and wellbeing is protected. This includes making an informed decision about whether a person is fit and proper, with suitable skills to be the Nominated Supervisor or to be placed in day-to-day charge of the service.

**Nominated Supervisor: (Kindergarten Lead Teacher)**

**The Nominated supervisor of the service**

A Nominated Supervisor is a person who:

- is nominated by the Approved Provider to be the Nominated Supervisor of that service; and has consented to that nomination. If required, they will be asked to complete the relevant paperwork to be submitted via ACECQA Portal

The Approved Provider must display the following details at the service:

- the name of the Nominated Supervisor, or
- if the Nominated Supervisor is a member of a prescribed class, the class (for example, a principal of a school).

**Person in day-to-day charge (Responsible Person)**

**A person placed in day-to-day charge of the service**

Where the Nominated Supervisor is not able to be responsible for the day-to-day operations of the service, a responsible person will be appointed. This person will have met the criteria including, qualification, skills, work experience and knowledge in accordance with the National Regulations (section 164(1)(c), section 162(1)(c) and regulation 54) and accepts in designation in writing.

**Criteria**

Minimum requirements to be a Responsible Person

The Surf Coast Shire will follow the standards set out in the National Law (section 161, 162 and 164) and Part 4.3A of the Regulations 117(a)(b)(c) concerning the minimum requirements of a responsible person.

Additionally, every responsible person must have completed the child protection training (if any) required in their state or territory.

Minimum requirements to be a nominated supervisor or a person in day-to-day charge:

- be at least 18 years of age

To be a nominated supervisor the person must:

- have adequate knowledge and understanding of the provision of education and care to children
- have the ability to effectively supervise and manage an education and care service.

For a person in day-to-day charge, either an approved provider or the nominated supervisor must take reasonable steps to ensure the person:

- has adequate knowledge and understanding of the provision of education and care to children
- has the ability to effectively supervise and manage an education and care service.

In determining whether to nominate a person as the nominated supervisor, the approved provider must consider:

- the history of the person's compliance with:
  - the National Law
  - a former education and care services law
  - a children's services law
  - an education law

- any decision under the National Law, or any other children's services or education law, to refuse, refuse to renew, suspend, or cancel a licence, approval, registration, certification or other authorisation granted to the person.

For a person in day-to-day charge, the approved provider or the nominated supervisor must have regard to:

- the person's history of compliance with the National Law and other relevant laws
- any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorization granted to the person under the National Law and other relevant laws.

A person who previously consented to be in day-to-day charge of the service will not need to provide consent again from 1 October 2017.

**The information must be displayed in a place where it is clearly visible to anyone from the main entrance to the education and care service premises.**

#### **Notifying the regulatory authority of changes to nominated supervisors**

You must notify the regulatory authority when a nominated supervisor is appointed through the NQAIT System by submitting a Notification of change to nominated supervisor form: [acecqa.gov.au/applications](http://acecqa.gov.au/applications)

The regulatory authority must be notified 7 days prior to the nominated supervisor starting, or if that is not possible, within 14 days after the nominated supervisor has commenced in the role.

As an approved provider, you must also notify the regulatory authority via a separate notification if the nominated supervisor:

- changes their name or contact details
- is no longer employed or engaged by the service
- has been removed from the role or
- withdraws their consent to the nomination.

## **Definitions**

Nominated Supervisor:

Must be nominated by the approved provider of the service and the nominated person must give their written consent. They are responsible for day-to-day management of a service and have responsibilities relating to and including:

- educational programs (section 168)
- supervision and safety of children (sections 165–167)
- entry to and exit from the premises (section 170; regulation 99)
- nutrition and food and beverages (regulations 77–80)
- administration of medication (regulations 93–96)
- drugs and alcohol (regulations 82–83)
- sleep and rest (regulations 81)
- excursions (regulations 100–102)
- transportation (regulations 102B–102D)
- staffing ratios and qualifications (regulations 123–128)

Responsible person is:

- the approved provider or a person with management or control
- a nominated supervisor
- a person in day-to-day charge of the service.

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

- D14/70701 Educational Programs Policy  
D15/15724 Employment of Qualified Staff/Ratios, Volunteers and Students Policy

### Related Surf Coast Shire Early Years Services Work Instructions and Forms

- D17/6013 DE Person in Day-to-Day Charge/ Responsible Person – Sign off  
D23/67125 Nominated Supervisor Consent Form – Department of Education  
D24/78151 Staff Induction handbook  
D20/40559 Kindergarten – Induction Checklist  
D25/140977 Personal Phone request form  
D25/141004 Electronic device agreement  
D25/142472 Work Instruction – Quality Improvement Plan (QIP)  
D25/141711 Work Instruction – Professional Development (PD) Days  
D25/141709 Work Instruction – Staff Development Plans

### Other References

- Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
ACECQA National; Quality Framework Resource Kit  
Victorian Children's Services Regulations 2020  
Childcare Service Handbook (Department of Education)  
Victorian Early Years Learning and Development Framework  
Early Years Learning Framework for Australia  
My Time, Our Place  
National Quality Framework (NQF)  
NQF (2017) Information Sheet 'Responsible Person Requirements for Approved Providers'  
National Model Code for Early Childhood Education and Care 2024  
National Quality Framework Child safe Culture Guide 2025

## Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amendment/Review	Manager Aged and Family – 23 June 2017
3	Amendment/Review	Manager Community Strengthening – 18 January 2019
4	Amendment/Review	Manager Community Strengthening – 5 June 2020
5	Amendment/Review	Manager Community Strengthening - 24 December 2021
6	Amendment/Review	Manager Community Strengthening - 11 May 2023
7	Amendment/Review	Manager Community Strengthening - 31 January 2025
8	Amendment/Review	Manager Community Strengthening – 6 November 2025