



# Determining the Responsible Person Present Policy

<b>Service Name:</b>	Beyond the Burrow Early Learning & Care
<b>Policy Relevant to:</b>	Approved Provider, Persons with Management or Control (PMC), Nominated Supervisor, Certified Supervisors and educators
<b>Last Review:</b>	January 2026
<b>Next Review:</b>	January 2028
<b>NQS:</b>	7.1, 7.1.2
<b>ECS National Law:</b>	s162, s165, s167
<b>ECS National Regulations:</b>	r150, r151

## Policy Statement / Rationale

Beyond the Burrow Early Learning & Care ensures that a Responsible Person is present at the service at all times children are being educated and cared for. The Responsible Person plays a critical leadership role in maintaining regulatory compliance, ensuring child safety, and supporting effective supervision and daily operations.

This policy aligns with the Education and Care Services National Law and Regulations and supports Quality Area 7 - Governance and Leadership.

## Purpose

The purpose of this policy is to:

- Ensure compliance with regulatory requirements
- Clarify who may be appointed as a Responsible Person
- Outline the process for determining and recording the Responsible Person
- Ensure clear accountability during operational hours



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## *Legislative and Regulatory Context*

This policy is informed by:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations, including requirements relating to Responsible Persons
- National Quality Standard, Quality Area 7

## *Definitions*

Responsible Person: A person who is present at the service and holds responsibility for the service at that time. This may include:

- The Approved Provider
- A person with management or control of the service
- The Nominated Supervisor
- A Certified Supervisor placed in day-to-day charge

## *Determining the Responsible Person*

At Beyond the Burrow:

- A Responsible Person will be physically present at the service at all times children are in attendance
- The Responsible Person will be clearly identified each day
- The appointment of a Certified Supervisor will occur in writing
- Records of the Responsible Person on duty will be maintained

Where the Nominated Supervisor is absent, a Certified Supervisor will be placed in day-to-day charge.



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## *Display and Documentation*

The service will:

- Display the name of the Responsible Person in a prominent position at the service
- Maintain records identifying the Responsible Person present each day
- Ensure documentation is accurate and accessible

## *Responsibilities of the Responsible Person*

The Responsible Person is responsible for:

- Ensuring adequate supervision at all times
- Supporting compliance with the National Law and Regulations
- Managing incidents and emergencies
- Ensuring ratios are maintained
- Overseeing daily operational decisions

## *Related Policies and Documents*

- Governance and Management Policy
- Code of Conduct Policy
- Providing a Child Safe Environment Policy
- Supervision Policy
- Incident, Injury, Trauma and Illness Policy & Procedure
- Emergency and Evacuation Policy & Procedure
- Safe Arrival of Children Policy & Procedures
- Participation of Volunteers and Students Policy
- Work Health and Safety Policy



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## *Review History*

<i>Policy Approved By:</i>	Charné Chandler	Approved Provider/Director	January 2026
<i>Policy Reviewed</i>	-	<i>Next Review Date</i>	January 2028
<i>Modifications</i>			