Glen Iris Child Care and Kindergarten

GI-029 – Responsible Person Policy

Policy Number	GI-029
Quality Area	QA4 – Staffing Arrangements • QA7 – Governance and Leadership
National Law	s.162 • s.168 • s.169
National Regulations	Regs. 117A • 150 • 156 • 168 • 169
Related NQS	QA4.1.1 • QA4.2.2 • QA7.1.2
EYLF V2.0	Practice Principles – Collaborative Leadership and Teamwork
Victorian Child Safe Standards:	Standards 2 • 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

Glen Iris child care and kindergarten is committed to ensuring that a Responsible Person is present at the service at all times children are being educated and cared for, in accordance with the Education and Care Services National Law and National Regulations.

We recognise that effective leadership contributes to the safety, wellbeing and quality of the service. The Responsible Person provides leadership, supports educators, ensures legislative requirements are met and promotes the smooth operation of the service while always acting in the best interests of children.

LEGISLATIVE INTENT

This policy supports Glen Iris child care and kindergarten in meeting its obligations under the Education and Care Services National Law and National Regulations by ensuring a Responsible Person is physically present at the service whenever children are in attendance.

The policy establishes clear processes for appointing, recording and supporting Responsible Persons to ensure effective governance, continuity of leadership and compliance with legislative requirements.

PURPOSE

The purpose of this policy is to:

- Ensure a Responsible Person is present at all times children are attending the service.
- Clearly define the responsibilities of the Responsible Person.
- Promote effective leadership and decision-making.
- Ensure continuity of service operations during all operating hours.
- Maintain compliance with legislative requirements.
- Support the safety, wellbeing and education of all children.
- Ensure accurate records relating to Responsible Persons are maintained.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers.
- Centre Director.
- Nominated Supervisor.
- Certified Supervisors placed in day-to-day charge.
- Educational Leader.
- Educators.
- Administration Staff.
- Students and Volunteers (where applicable).

DEFINITIONS

Responsible Person

A Responsible Person is an individual who has responsibility for the day-to-day management and operation of the education and care service. A Responsible Person may be:

- The Approved Provider (if an individual).
- The Nominated Supervisor.
- A Certified Supervisor who has been placed in day-to-day charge of the service by the Approved Provider or Nominated Supervisor.

Nominated Supervisor

A person nominated by the Approved Provider who has consented in writing to be responsible for the day-to-day management of the education and care service**.**

Certified Supervisor

A suitably qualified and experienced educator who has been placed in day-to-day charge of the service in accordance with legislative requirements.

WHY THIS POLICY MATTERS

Children's safety, wellbeing and education rely on effective leadership and clear accountability.

Having a Responsible Person present at all times ensures decisions can be made promptly, legislative requirements are maintained, educators are supported and the service operates safely and effectively.

This policy provides clear guidance regarding the appointment, responsibilities and documentation of Responsible Persons while promoting consistent leadership and high-quality service delivery.

GUIDING PRINCIPLES

Glen Iris child care and kindergarten is committed to:

- Ensuring a Responsible Person is physically present at the service whenever children are being educated and cared for.
- Providing effective leadership that promotes children's safety, wellbeing and learning.
- Maintaining clear lines of responsibility and accountability throughout the service.
- Ensuring Responsible Persons understand and fulfil their legislative obligations.
- Supporting educators through approachable, professional and responsive leadership.
- Maintaining accurate records relating to Responsible Persons.
- Promoting compliance with the Education and Care Services National Law, National Regulations, National Quality Standard and recognised best practice.

OUR POLICY

Glen Iris child care and kindergarten will ensure that a Responsible Person is present at the service at all times children are being educated and cared for.

The Responsible Person is responsible for the day-to-day management of the service during the period they are in charge and will ensure the service operates safely, effectively and in accordance with legislative requirements, service policies and procedures.

Where the Nominated Supervisor is absent, an appropriately qualified and experienced Certified Supervisor may be placed in day-to-day charge of the service. The appointment will be made by the Approved Provider or Nominated Supervisor and recorded in accordance with legislative requirements.

All Responsible Persons will understand their responsibilities and will be supported to make decisions that promote the safety, wellbeing and best interests of children while maintaining compliance with the National Quality Framework.

HOW WE PUT THIS POLICY INTO PRACTICE

Appointment of a Responsible Person

Glen Iris child care and kindergarten will:

- Ensure a Responsible Person is physically present whenever children are attending the service.
- Appoint Responsible Persons in accordance with legislative requirements.
- Obtain written consent from all Nominated Supervisors.
- Ensure Certified Supervisors placed in day-to-day charge are suitably experienced and capable of undertaking the role.
- Display the name of the current Responsible Person where it is visible to families and visitors.
- Maintain accurate records of Responsible Persons.

Responsibilities of the Responsible Person

The Responsible Person will:

- Oversee the day-to-day operation of the service.
- Support educators and provide leadership throughout the day.
- Ensure children's safety, health and wellbeing remain the highest priority.
- Monitor compliance with service policies and legislative requirements.
- Respond appropriately to incidents, emergencies and concerns.
- Support positive relationships with children, families, educators and visitors.
- Ensure staffing arrangements comply with legislative requirements.
- Make decisions that support the effective operation of the service.

Communication and Leadership

The service will:

- Clearly communicate leadership responsibilities to educators.
- Ensure staff know who the Responsible Person is at all times.
- Support collaborative decision-making where appropriate.
- Promote open communication between leadership, educators and families.
- Ensure leadership responsibilities are transferred appropriately during shift changes.

Record Keeping

Glen Iris child care and kindergarten will maintain accurate records relating to Responsible Persons.

Records will include:

- The name of the Responsible Person.
- Dates and times the Responsible Person is in charge.
- Written consent from Nominated Supervisors.
- Records of Certified Supervisors placed in day-to-day charge.
- Any changes to leadership arrangements.

Records will be stored securely and made available to authorised officers upon request.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure a Responsible Person is appointed in accordance with legislative requirements.
- Support leadership succession and continuity across the service.
- Ensure appropriate resources and support are available.
- Monitor compliance with this policy.
- Maintain governance systems that support quality leadership.

Centre Director / Nominated Supervisor

Will:

- Ensure a Responsible Person is present whenever children are attending the service.
- Allocate Certified Supervisors to day-to-day charge where required.
- Support Responsible Persons in fulfilling their duties.
- Maintain accurate Responsible Person records.
- Ensure educators understand leadership arrangements.
- Promote compliance with legislation and service policies.

Responsible Person
Will:

- Accept responsibility for the day-to-day operation of the service while in charge.
- Ensure children's safety, health, wellbeing and education remain the highest priority.
- Support educators and provide professional leadership.
- Respond appropriately to incidents, emergencies and complaints.
- Ensure compliance with legislation, policies and procedures.
- Communicate effectively with families, educators and the Approved Provider.

Educators
Will:

- Follow the direction of the Responsible Person.
- Communicate concerns promptly.
- Support the effective operation of the service.
- Comply with all service policies and procedures.
- Contribute to a positive and collaborative workplace culture.

Students and Volunteers
Will:

- Follow the direction of the Responsible Person and educators.
- Work within the scope of their role.
- Immediately report any concerns to the Responsible Person.
- Support a safe, respectful and positive learning environment.

Glen Iris child care and kindergarten in practice

At Glen Iris child care and kindergarten, we ensure that a Responsible Person is clearly identified and available throughout all operating hours. Leadership responsibilities are planned in advance through staff rosters to provide continuity, consistency and effective decision-making across the service.

Families and visitors are able to easily identify the Responsible Person through the daily display located at the service. Educators understand leadership arrangements and know who to approach for guidance, support or decision-making throughout the day.

When the Centre Director or Nominated Supervisor is absent, leadership responsibilities are confidently delegated to an appropriately experienced Certified Supervisor who has been placed in day-to-day charge. This ensures children continue to experience a safe, well-managed and high-quality learning environment.

CHILDREN'S VOICE IN ACTION

Although children are not responsible for service leadership, effective leadership positively influences their daily experiences.
Children benefit when Responsible Persons:

- Create calm, safe and predictable environments.
- Support educators to respond to children's individual needs.
- Promote children's rights, wellbeing and participation.
- Ensure children's voices are considered in decision-making.
- Foster respectful relationships throughout the service.
- Support consistent routines that help children feel secure and confident.

Children's wellbeing and best interests remain central to every decision made by the Responsible Person.

EXCEEDING PRACTICE

Glen Iris child care and kindergarten goes beyond legislative requirements by developing leadership capacity across the service rather than relying on one individual.

Educators who undertake Responsible Person duties receive mentoring, leadership opportunities and ongoing professional learning to strengthen their confidence and decision-making skills. Leadership responsibilities are shared in a planned and supportive way, promoting consistency and continuity for children, families and educators.

Through collaborative leadership, reflective practice and clear communication, the service fosters a culture of accountability, professionalism and continuous improvement.

CONTINUOUS IMPROVEMENT

Glen Iris child care and kindergarten is committed to continually strengthening leadership practices.
This policy will be reviewed through:

- Feedback from educators and leadership team members.
- Leadership meetings and reflective discussions.
- Reviews of Responsible Person records.
- Professional learning and mentoring opportunities.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.
- Feedback from families where appropriate.

Continuous improvement ensures leadership remains effective, responsive and focused on achieving the best outcomes for children, families and educators.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.162 –** Health, safety and wellbeing of children.
- **s.168 –** Education and care service policies and procedures.
- **s.169 –** Policies and procedures to be followed**.**

Education and Care Services National Regulations 2011

- **Reg. 117A –** Placing a person in day-to-day charge of an education and care service.
- **Reg. 150 –** Responsible Person.
- **Reg. 156 –** Relationships in groups.
- **Reg. 168 –** Education and care service policies and procedures**.**
- **Reg. 169 –** Policies and procedures to be followed**.**

National Quality Standard
Quality Area 4 – Staffing Arrangements

- **QA4.1.1 –** Organisation of educators.
- **QA4.2.2 –** Professional standards.

Quality Area 7 – Governance and Leadership

- **QA7.1.2 –** Systems are in place to manage risk and enable the effective management and operation of a quality service.

Victorian Early Years Learning and Development Framework (VEYLDF) 2026

- Practice Principles for Learning and Development.
- Collaborative Leadership and Teamwork.

Victorian Child Safe Standards

This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in leadership, governance and culture.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Governance and Management Policy
- Staffing Arrangements Policy
- Code of Conduct Policy
- Child Safe Environment Policy
- Incident, Injury, Trauma and Illness Policy
- Emergency and Evacuation Policy
- Privacy and Confidentiality Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Responsible Person Register
- Staff Rosters
- Nominated Supervisor Consent Forms
- Certified Supervisor Appointment Records
- Professional learning records
- Leadership meeting minutes
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris child care and kindergarten demonstrates this policy through:

- A Responsible Person being present at all times children are attending the service.
- Daily display of the current Responsible Person.
- Accurate Responsible Person records and registers.
- Planned leadership coverage across opening and closing shifts.
- Leadership mentoring and succession planning.
- Ongoing professional learning for leadership staff.
- Regular review of leadership systems through critical reflection and the Quality Improvement Plan.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to effective leadership and governance. Reflective questions include:

- Are Responsible Person arrangements consistently meeting legislative requirements?
- Do educators clearly understand leadership roles and responsibilities?
- Are leadership responsibilities shared effectively across the service?
- How are we supporting educators to develop confidence and leadership capability?
- Do our systems provide continuity of leadership throughout operating hours?
- How does effective leadership contribute to positive outcomes for children, families and educators?
- What improvements can strengthen leadership practices and governance across the service?

Outcomes from these reflections inform professional learning, leadership planning, policy review and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris child care and kindergarten Governance, Policy and Procedures Manual. Glen Iris child care and kindergarten Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, VEYLDF (2026) and Victorian Child Safe Standards.