**Charnwood-Dunlop School**

Bettington Circuit, Charnwood ACT 2615

Phone: 6142 2680

Email: info@charnwoodps.act.edu.au

Procedure: **Placing a person in day to day charge of the service whenever the Nominated Supervisor is not present on the premises of the school.**

Under the National Law, there **must** be a Responsible Person present whenever there are children being educated and cared for by the service. A Responsible Person can be:

* the approved provider
* the Nominated Supervisor
* a Certified Supervisor placed in day-to-day charge

The main reason the concept of a Responsible Person exists is to ensure that there is always a person at the service that has been nominated to be a fit and proper person to be in charge of an education and care service.

The name and contact details of the Responsible Person at any time, needs to be displayed at the preschool service with other pieces of prescribed information for display. Due to the Principal’s commitments, a change in the signage may occur up to several times a day to ensure preschool services are compliant with the National Law and Regulations.

The Principal (Nominated Supervisor) is on the school grounds.

The Principal or a member of the Front Office team will notify the next person in line and the preschool that responsibility has been passed on.

Record full time hours in the Record of Responsible Person kept in the preschool office.

**YES**

**NO**

When the Principal returns to the school they reassume duties of the Responsible Person and logs their hours in the Record of Responsible Person kept in the preschool office.

In the event that the new Responsible Person leaves the school, they or a member of the Front Office team will notify the next in line and the process will continue as above.

The new Responsible Person will log their hours in the Record of Responsible Person kept in the preschool office.

This procedure and a list of staff who may assume the role of the Responsible Person will be displayed in the preschool parent information area and communicated to all people who may assume the role.

Order of the Responsible Person in charge as at June 2023:

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| --- | --- |
| NAME | PHONE |
| Danielle Porter | 61422680 |
| Julia Ison  | 61422680 |
| Georgia Richardson | 61422691 |
| Sonja Zeylemaker | 61422691 |
| Sadia Ulfath  | 61422691 |