

# PROCEDURES

## RESPONSIBLE PERSON IN PRESCHOOL

Responsibility of: Early Childhood Education and Care  
Effective Date: April 2018  
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Target Audience: Principals, preschool teachers and educators

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### 1. INTRODUCTION

The [Education and Care Services \(National Uniform Legislation\) Act](#) (the Act) and [Education and Care Services National Regulations](#) (the Regulations) require that a designated responsible person in day-to-day charge must be present at the preschool premises at all times when education and care is being provided to children enrolled at the service.

Under the Act and Regulations a responsible person is the person placed in day-to-day charge of the preschool. This person may be:

- a) the approved provider;
- b) nominated supervisor who has been delegated by '(a)' to being in overall charge of the preschool service and has accepted this responsibility in writing (i.e. the principal); or
- c) a person in day-to-day charge of the service who has been delegated by either '(a)' or '(b)' and has accepted this responsibility in writing. In a government preschool, this person will usually be the preschool teacher or another educator.

### 2. DEFINITIONS

**ACECQA** refers to the Australian Children's Education and Care Quality Authority.

**Approved provider** is a person or legal entity who holds a provider approval under the National Quality Framework (NQF). Provider approval is a prerequisite for operating an approved education and care service.

The Department of Education is the approved provider of all Northern Territory (NT) Government preschools. Responsibility for this role has been delegated to the Deputy Chief Executive of School Education.

**National Quality Framework (NQF)** is a regulatory system agreed to by all Australian governments, through the Council of Australian Governments, to raise quality and drive continuous improvement in early childhood education and care services, including outside school hours care services.

**Nominated supervisor**, for the purpose of this procedure, is the school principal. The department has nominated all principals of government schools that operate a preschool in scope of the NQF as the nominated supervisor for the preschool. It is considered that in their role as school principal, they are responsible for overseeing the day-to-day operations of the preschool service.

**Quality Education and Care NT (QECNT)** is the NT's regulatory authority responsible for administering the Act and Regulations in the NT.

**Responsible person in day-to-day charge** is a person who is delegated by the approved provider or nominated supervisor and has accepted this responsibility in writing. They must meet the following minimum requirements to be appointed to the role:

- must be 18 years or older
- have adequate knowledge and understanding of the provision of education and care to children
- have an ability to effectively supervise and manage an education and care service

The department refers to the NT Government Department of Education.

### **3. ROLES AND RESPONSIBILITIES**

**Deputy Chief Executive of School Education** is required to:

- delegate in writing the school principal responsible for a preschool service in scope of the NQF as the nominated supervisor of that preschool;
- notify the regulatory authority in writing when there is a change to the nominated supervisor of a government preschool service; and
- allocate sufficient resources to ensure the responsible person in charge of the preschool service at any given time has the capacity and ability to manage the day-to-day operations of the service in accordance with the Act and Regulations.

**School principal** is required to:

- agree in writing to be the nominated supervisor of the preschool service for which he/she has overall responsibility;
- identify the person or persons who will be considered a responsible person and ensure they are present on the preschool premises at all times the preschool is operating;
- ensure the responsible person or persons placed in day-to-day charge of the preschool service at any given time have the capacity, ability and resources to manage the operations of the service in accordance with the Act and Regulations; and
- ensure the responsible person or persons have been designated in writing and have accepted this designation in writing.

**Responsible person** is required to:

- agree in writing to being placed in day-to-day charge of the preschool in the absence of the approved provider and nominated supervisor;
- operate the service in accordance with the requirements of the Act and Regulations and related departmental policies and procedures;
- remain on the preschool premises at all times during operating hours while in this role; and
- ensure prescribed information about the nominated supervisor and responsible person or persons is displayed in accordance with the Regulations.

### **4. PROCEDURES**

#### **4.1. When a new principal is appointed to a school that operates a regulated preschool**

## **DoE Procedures: *Responsible person in preschool***

- 4.1.1. The approved provider has formally advised QECNT through the National Quality Agenda Information Technology System (NQA ITS) that all principals that manage a government preschool in scope of the NQF are to be the nominated supervisor of their respective preschool service.
- 4.1.2. It is considered that when an individual accepts his/her employment into the role of school principal, which includes responsibility for oversight of the day-to-day operations of a preschool, he/she is automatically assumed to have accepted the role of nominated supervisor for his/her respective preschool service.
- 4.1.3. The approved provider is required to ensure QECNT is notified when a new principal is appointed to a school that operates a regulated preschool service.

### **4.2. When an acting principal is appointed to a school that operates a regulated preschool**

- 4.2.1. When an acting principal is appointed for a period which does not exceed six weeks, the acting principal is not required to assume the role of nominated supervisor.
- 4.2.2. If the appointment to acting principal is for a period which exceeds six weeks, then the procedure for appointing a new principal (as above) is to be applied.

### **4.3. Placing responsible persons in day-to-day charge of a preschool**

- 4.3.1. When the principal identifies educators who meet the minimum requirements to be appointed to the role:
  - a) the educator should be asked, in the first instance, if he/she is willing to accept the role of a responsible person for the preschool in the absence of the approved provider and nominated supervisor; and
  - b) if the educator agrees, the principal and educator must complete this delegation in writing (Consent to being placed in day-to-day charge of a preschool template refers). A copy of this delegation must be kept on file at the preschool premises and be made available upon request by an authorised officer from QECNT.

### **4.4. Prescribed information which must be displayed at the preschool service**

- 4.4.1. The following prescribed information about the nominated supervisor and responsible person or persons must be displayed in the main entrance of the preschool:
  - a) name of the nominated supervisor or prescribed class to which the nominated supervisor belongs to (i.e. principal); and
  - b) name and position of the responsible person in charge of the preschool at any given time.

## **5. ATTACHMENTS**

1. Template: Consent to being placed in day-to-day charge of a preschool