



**ACT**  
Government  
Education

# ACT PUBLIC PRESCHOOLS DETERMINING THE NOMINATED SUPERVISOR, RESPONSIBLE PERSON AND EDUCATIONAL LEADER PROCEDURE

Document number: 00048/26

Published: April 2023

**Education Directorate**

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## Glossary

<b>Term</b>	<b>Definition</b>
<b>Regulatory authority</b>	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the <a href="#">National Quality Standard</a> .
<b>Approved provider</b>	Approved providers must operate approved services that meets the obligations in the <a href="#">National Law</a> . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators.  In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
<b>Setting</b>	An early childhood education and care service (centre-based) under the <a href="#">National Law</a> that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
<b>Enrolment</b>	The term used for the administrative procedure by which a person becomes a student of an education provider.
<b>Orientation</b>	The act of supporting familiarity and understanding with reference to a setting, processes and people.
<b>Placement</b>	The process of allocating a student to a particular preschool.
<b>Preschool age</b>	A child is considered of preschool age if they turn 4 prior to 30 April during the year they start preschool.
<b>Guardian</b>	A person who is legally responsible for the care and wellbeing of a child.
<b>Authorised person</b>	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.  * Does not include a parent who is prohibited by a court order from having contact with the child.

This document relates to obligations under **Regulation 168** of the [Education and Care Services National Law](#). **00048/26** is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate’s website](#).

<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
<b>Nominated supervisor</b>	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.
<b>Person in day-to-day charge</b>	The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service. A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the <a href="#">National Law</a> . The responsibilities relevant to educators under the <a href="#">National Law</a> continue to apply. An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.
<b>Educators</b>	Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.
<b>Educational leader</b>	The <a href="#">National Law</a> requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.
<b>Blue Book</b>	Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.
<b>Centre-based service</b>	An education and care service other than a family day care service.
<b>Obligations to notify</b>	Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.

## Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
  - nutrition, food and beverages, and dietary requirements;
  - sun protection;
  - water safety, including safety during any water-based activities;
  - the administration of first aid; and
  - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
  - a code of conduct for staff members;
  - determining the responsible person present at the service; and
  - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

## 1. Overview

- 1.1. The following procedure identifies clear processes for determining the Nominated Supervisor, Responsible Person and Educational Leader within ACT Public Preschools.
- 1.2. It establishes expectations for communicating this information with staff, parents, guardians and visitors to the service.
- 1.3. Regulation 168 of the [National Law](#) requires that education and care services must have policies and procedures in relation to the payment of fees and provision of a statement of fees charged by the education and care service.

## 2. Rationale

- 2.1. In accordance with provider approval conditions, this procedure aims to comply with the requirements set out within the [National Law](#).
- 2.2. Definitions of Nominated Supervisors, Responsible Person and Educational Leader can be found [above](#).

## 3. Procedures

### *Nominated supervisor*

- 3.1. The Education Directorate (the Directorate) is the Approved Provider for all ACT public preschools.
- 3.2. The Directorate, as the Approved Provider, designates at least one Nominated Supervisor for each setting.
- 3.3. Within the ACT public preschool system, the Principal of the preschool's governing school accepts the designation of Nominated Supervisor.
- 3.4. This designation must be accepted by the Nominated Supervisor in writing and maintained on their individual staff file and preschool staff record.
- 3.5. Notification of a change in Nominated Supervisor must also be made to CECA via School Operations (see [Contact](#) below). This must take place at least 7 days prior to their commencement as Nominated Supervisor, but not more than 14 days after the Nominated Supervisor commences work at the school site.
- 3.6. The name of the Nominated Supervisor must be clearly displayed and communicated to staff, parents, guardians and visitors to the setting.
- 3.7. While on site the Nominated Supervisor may be the Responsible Person in Day-to-Day Charge.
- 3.8. When the Nominated Supervisor is not on site an alternative person must be nominated as the Responsible Person in Day-to-Day Charge.

### *Responsible person*

- 3.9. A Responsible Person in Day-to-Day Charge must be physically present at each preschool site while the service is in operation.
- 3.10. The Nominated Supervisor or Principal generally accepts the role of the Responsible

Person in Day-to-Day Charge.

- 3.11. The Nominated Supervisor must designate additional persons to act as Responsible Person in Day-to-Day Charge in their absence.
- 3.12. This designation generally passes to the Deputy Principal, Executive Teacher or Preschool Teacher.
- 3.13. In the case of an off-site preschool, the Responsible Person in Day-to-Day Charge will be delegated to a Preschool Teacher. When the Preschool Teacher is away, either a second Preschool Teacher or the Relief Teacher, who have accepted the responsibility in writing, will assume the position as the Responsible Person in Day-to-Day Charge.
- 3.14. The designation of Responsible persons must be accepted in writing and maintained on the staff member's individual file and preschool staff record.
- 3.15. The designated Responsible Person must ensure their name is clearly displayed and communicated to staff, parents, guardians and visitors to the service when acting in this position. This may be achieved through simple signage or a white board, however must be changed to reflect the Designated Person.

*Educational leader*

- 3.16. Quality Area 7 of the [National Quality Standard](#) outlines aspirations for Educational Leaders to support and lead the development and implementation of an effective early childhood program and practice within preschools.
- 3.17. For the Educational Leader to be successful in the role, it is essential that they need to be supported.
- 3.18. The following skills, knowledge and attributes are considered in nominating and developing the educational leader:
  - Communication and interpersonal skills;
  - Comprehensive knowledge of the theory of early childhood education;
  - Knowledge of leadership theory;
  - Thinking skills;
  - A sense of purpose and direction;
  - Willingness to mentor and support educators; and
  - Commitment to learning and participating in professional learning.
- 3.19. A Principal, Deputy Principal, Executive or Preschool Teacher may accept the role of Educational Leader for the preschool. It is recommended that teams acknowledge the importance of early childhood perspectives as a key driver of quality programs and practices within early childhood settings and designate this role according to identified strengths in the field of early childhood.
- 3.20. The acceptance of the role of Educational Leader must be made in writing and maintained on the staff members file and preschool staff record.

#### 4. Contact

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact School Operations on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

#### 5. Monitoring and review

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

#### 6. Complaints

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
  - the school principal in the first instance;
  - the Directorate Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
  - ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 1114](tel:0262071114) or [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au).
- 6.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

#### 7. Related Policies and Implementation Documents

- Preschool Staff Cover Sheet

#### 8. References

- [Education Act 2004](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standard](#)