



## Determining the Responsible Person

### National Quality Standards

#### Area 4 - Staffing Arrangements

##### Standard 4.1 - Staffing arrangements

###### Elements:

###### 4.1.1: Organisation of educators

The organisation of educators across the service supports children's learning and development.

###### 4.1.2: Continuity of staff

Every effort is made for children to experience continuity of educators at the service.

##### Standard 4.2 - Professionalism

###### Elements:

###### 4.2.1: Professional collaboration

Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.

###### 4.2.2: Professional standards

Professional standards guide practice, interactions and relationships.

### Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 150	Responsible person
Reg. 173	Prescribed information to be displayed
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider

#### Related Policies:

- Governance, management and record keeping

#### Policy Statement:

Adventure OSHC is committed to ensuring that our duty of care obligations are met under the National Law and Regulations to ensure that a Responsible Person is on the Service premises at all times to ensure the health, safety, wellbeing, learning and development of all the children that are in the care of the Service at all times.

#### Purpose:



To ensure all individuals are aware of how the responsible person is determined and their responsibilities.

## Scope:

This policy applies to the Centre Co-Ordinator, Responsible Person, Educators, families, children, students, volunteers, and the OSHC Manager.

## Definitions:

**Nominated Supervisor (OSHC Manager):** the person who is responsible for the daily management of the Service.

**Responsible Person:** the person who is physically present at the Service and has the role of the Nominated Supervisor. They ensure the continuity and implementation of the practices as per the Nominated Supervisor's requests.

## Implementation:

A Responsible Person will be on the Service premises at all times, and the details of the Responsible Person will be made available to all visitors of the Service.

Should the Responsible Person change, they will hand over their duties to the duly appointed person at the Service. The new Responsible Person is documented and will take over this position.

The process for determining the Responsible Person will be clear to all Educators and staff members.

### A Responsible Person is:

- An Approved Provider
- A Nominated Supervisor
- A duly appointed person (Centre Co-Ordinator or 2IC) who is over 18 years old, fit and proper and has suitable skills for the position

### Management will ensure:

- A Responsible Person is appointed
- The Responsible Person is over the age of 18 years
- They meet the minimum requirements for qualification, experiences and management capabilities
- The Responsible Person has a clear understanding of the role
- The Responsible Person is a fit and proper person
- The Responsible Person is on duty during both morning and afternoon sessions



- Educators are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed person will sign on and take on the role of Responsible Person.
- Written consent of the Nominated Supervisor role has been accepted
- The staff record has the name of the Responsible Person at the Service for each time that children are being educated and cared for by the Service.

## The Nominated Supervisor/Responsible Person will:

- Provide written consent to accept the role of Responsible Person
- Ensure that the identity of the Responsible Person in charge of the Service is available to families & visitors
- Inform the OSHC Manager in the event of absence from the Service due to leave or illness so they can be replaced by another Responsible Person
- Ensure they have a sound understanding of the role of Responsible Person
- Abide by any conditions placed on the Responsible Person
- Understand that a Responsible Person placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor
- Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check

## Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

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