



(02) 9523 9971
34 Wills Road, Woollooware, 2230
info@woshc.com
accounts@woshc.com

Woollooware Outside School Hours Care

DETERMINING THE RESPONSIBLE PERSON POLICY

POLICY STATEMENT

Woollooware Outside School Hours Care has a duty of care obligation under the National Law and Regulations to ensure that a Responsible Person is on the premises at all times to ensure the health, safety and well-being, learning and development of all children at the service. This is to ensure that all legislative requirements are met.

CONSIDERATIONS

Education and Care Services National Regulations:
R 150, R 168, R 173, R 177

National Quality Standards:
QA 4.1, QA 4.1.1, QA 7.1.5, QA 7.3.1, QA 7.3.5

Other service policies/documentation:

- Providing a Child Safe Environment Policy.
- Staff Handbook
- Interactions with Children Policy.
- Governance and Management Policy
- Confidentiality Policy.
- OSHC Code of Professional Standards.
- Australian Children's Education & Care Quality Authority (2014)
- Guide to the Education and Care Services National Law and the Education
- Care Services National Regulations 2015

PROCEDURES

Selecting a Responsible Person

- Service supervisor certificates will not be issued to a particular person. From 1 June 2014, regulatory authorities granted a *service supervisor certificate* for each approved education and care service.
- Instead they may apply to any person working at the service who has been identified by the approved provider within the service as: responsible for the day-to-day management of the service or exercising supervisory and leadership responsibilities for part of the service.
- This person can be an approved provider, a nominated supervisor or an Educator who is in charge of the daily running of the Centre.

The Approved Provider will ensure:

- **The Responsible person must have completed accredited Child Protection training.**
- The Responsible person must accept the position in writing.
- The name of the Responsible Person must be displayed clearly at the Centre near the entrance to the Centre.
- 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.



(02) 9523 9971
34 Wills Road, Woollooware, 2230
info@woshc.com
accounts@woshc.com

Woollooware Outside School Hours Care

- A record which includes the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- Understand that a Certified Supervisor placed in day-to-day charge of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor (i.e. Coordinator)
- 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 card or teacher registration, or if they are subject to disciplinary proceedings
- **The Responsible Person must be a Fit and Proper Person.**
- The Responsible Person has a minimum of 3 years working as an Educator in an Education and Care service (Recommended but not compulsory)

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023