



Lake Boga Primary School OSHC

'Be the best that we can be'

Determining the Responsible Person Policy

Rationale: Lake Boga Primary School OSHC places emphasis on the wellbeing and safety of children in attendance in our programs.

Purpose: This policy presents the guidelines to be followed in regards to determining a Responsible person to be placed in the day-to-day charge of Lake Boga Primary School OSHC in accordance with National Regulations.

Generally, the Responsible Person at the service will be the Nominated Supervisor. Certified Supervisors could agree to be the Responsible Person when the Nominated Supervisor is not on duty. A Responsible Person will be on the premises at all times, and the details of this person should be clearly displayed for the educators, staff and families reference.

Other documentation and legislation that relates to this policy includes:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 150, 168, 173, 177
- National Quality Area 4: Staffing Arrangements
- National Quality Area 7: Governance and Leadership

Implementation:

- A Responsible person must be always on site and can be either the Approved Provider (the Principal of Lake Boga Primary School who is responsible for the management and control of the service), the Nominated Supervisor (the Coordinator who has a Supervisor's Certificate) or a Certified Supervisor (an educator with a Supervisors certificate, who has been placed in day-to-day charge of the service).
- The Approved Provider is responsible for:
 - Ensuring the Nominated Supervisor has provided written consent to accept NS role
 - Ensuring the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of Responsible Person
 - Ensuring the Nominated Supervisor and Certified Supervisors are at least 18 years of age
 - Ensuring the Nominated Supervisor and Certified Supervisors have the ability to effectively supervise and manage Lake Boga Primary School OSHC
 - Ensuring the Responsible Person is appropriately skilled and qualified
 - Ensuring a Responsible Person is physically present at the school at all times when the OSHC is operating

Date of Operation: 16th of June 2021

Reviewed: 20th July 2022

Review Required: July 2025

- Holding regard to a persons' history of compliance with the law and any decisions to refuse, suspend, renew, cancel a license, approve, register, certify or otherwise grant authority in relation to the overarching legislation
- The Nominated Supervisor is responsible for:
 - Obtaining and storing written consent from each nominated Responsible Person
 - Arranging and keeping a 'Responsible Person Record'
 - Ensuring the name of the Responsible Person is displayed on the Information Board in the OSHC room at all times (must be visible from the service's main entrance)
 - Notifying 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
- Certified Supervisors are responsible for:
 - Providing written consent to accept the role of Certified Supervisor/Responsible person
 - Understanding that a Certified Supervisor placed in day-to-day charge of an approve service does not have the same responsibilities under the National Law as the Nominated Supervisor
 - Meeting the qualifications, experience and management requirements of the role of certified supervisor, including a thorough understanding the role of Responsible Person
 - Ensuring name of current Responsible Person is displayed at the service at all times
- Parents/Guardians are responsible for:
 - Reading and understanding this policy
 - Being aware of the Responsible Person at the service on a daily basis