



Coowarra Out Of School Hours Care Service Inc

Determining Responsible Person Policy

POLICY STATEMENT

At Coowarra OOSH we will ensure a responsible person will be on the premises and contactable for our families at all times. The details of the responsible person at any time will be clearly displayed for educators and families.

A responsible person may be:

1. An individual approved provider or, where the provider is not an individual, persons with management and control of the service;
2. The Nominated Supervisor of the service;
3. A Certified Supervisor who has been placed in day to day charge of the service

Nominated Supervisors

Under S161 of the ECSNL Act, each Education and Care Service is required to have a Nominated Supervisor. This person does not need to be on the premises at all times, provided that there is a Responsible Person on the premises.

A Nominated Supervisor must:

1. Be a Certified Supervisor,
2. Be nominated by the service to hold that role, and
3. Must have consented to that nomination.

On employment of a Nominated Supervisor we will:

1. Ensure that the applicant is 18 years and older
2. Ensures that the applicant is aware of the duties and key responsibilities of the Nominated Supervisor as stipulated in the position description and associated guides
3. Ensure the applicant understands the responsibilities pertaining to the National Quality Framework Laws and Regulations and signs a position description agreeing to the role and the associated responsibilities



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Certified Supervisors

Certified Supervisors:

1. May be nominated as the Nominated Supervisor of an Education and Care Service
2. Can be the Responsible Person present at the service in the absence of the Approved Provider or the Nominated Supervisor.

Note: That while the Certified Supervisor who is placed in day-to-day charge of a service (and is a 'responsible person' under the National Law) is expected to ensure the service continues to operate in accordance with the National Law, the overall legal responsibilities remains with the Approved Provider and Nominated Supervisor.

PROCEDURE

- The Responsible Person present on a day to day basis is the Nominated Supervisor
- There must be a Nominated Supervisor, or in their absence, a Suitably Responsible Person at the Education and Care Service at all times.
- In the event that the Nominated Supervisor is not present in the service (e.g. before or after the Nominated Supervisors rostered shift; in the event that the Nominated Supervisor is ill or on annual leave etc.) a Certified Supervisor must be nominated, this person must hold the required skills and knowledges and agree to be the Responsible Person Present in the Nominated Supervisors absence. The Assistant Coordinator will ultimately fill this role when the Nominated Supervisor is on leave but in the case of their absence the next Supervisor with the most experience will be nominated.
- All those that are nominated as suitably responsible (includes Nominated Supervisor and Certified Supervisors) must sign in and out on their time sheet, indicating the time that they are the responsible person.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
National Law; 165, 167, 174 National Regulations; 101, 176, 166, 168		<ul style="list-style-type: none"> - Providing a Child Safe Environment Policy - Excursions policy - Educator:Child ratio



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