



PATTERSON LAKES PRIMARY SCHOOL

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Outside School Hours Care – Determining the Responsible Person Policy

RATIONALE

To ensure the wellbeing and safety of children who attend the Outside School Hours Care program.

AIMS

- The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations. Generally the responsible person at a service will be the Nominated Supervisor.
- Certified Supervisors could agree to be the Responsible Person when the Nominated Supervisor is not on duty, to ensure that during all operating hours there is a Responsible Person present at the service.
- A responsible person will be on the premises at all times, and details of the responsible person at any time will be clearly displayed for educators, staff and families.
- The process for determining the responsible person will be clear to all educators and staff, and followed at all times.
- Details of the person responsible are documented and displayed for all users of the service.
- There must be a Responsible Person in charge of the service and physically present at all times.

IMPLEMENTATION

- A responsible person will be on the premises at all times, and details of the responsible person at any time will be clearly displayed for educators, staff and families.
- The process for determining the responsible person will be clear to all educators and staff, and followed at all times.
- Details of the person responsible are documented and displayed for all users of the service.
- There must be a Responsible Person in charge of the service and physically present at all times.
- Generally the responsible person at a service will be the Nominated Supervisor.
- Certified Supervisors could agree to be the Responsible Person when the Nominated Supervisor is not on duty, to ensure that during all operating hours there is a Responsible Person present at the service.
- The Responsible Person, although in charge of the service, does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensures that there is consistency and continuity in practice.

A responsible person can be:

The Approved Provider – The Principal of the school who is responsible for the management and control of the service.

The Nominated Supervisor – The Coordinator who has a Supervisor's Certificate.

A Certified Supervisor – an Educator with a Supervisor's Certificate, who has been placed in day-to-day charge of the service.

The Approved Provider will:

Ensure the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of the responsible person.

Ensure that the responsible person is appropriately skilled and qualified.

Ensure a responsible person is physically present at the school at all times when the OSHC is operating.

The Nominated Supervisor or delegated authority will:

Arrange for the keeping of a 'responsible person record'. This record will document the current responsible person.

The name of the responsible person will be displayed on the Parent Information board in the OSHC room.

REFERENCES

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011: 173, 168(2)(i)

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed 
School Council President

Signed 
Principal