



Epping Views Primary Outside School Hours Care **RESPONSIBLE PERSON POLICY**

Reviewed:	November 2019	Next Review Date: November 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2	
Related Policies, regulations and laws	Education and Care Services National Law Education and Care Services National Regulations. (2017). Early Childhood Australia Code of Ethics. (2016). Guide to the National Quality Standard. (2017). Revised National Quality Standard. (2018).	

PURPOSE:

Epping Views Primary Outside School Hours Care Service has an approved Responsible Person that must be physically in attendance at all times.

Approved providers are responsible for appointing a Responsible Person who is aged 18 years or older, has adequate knowledge and understanding of the provision of education and care to children, and has an ability to effectively supervise and manage an education and care service (ACECQA, 2017)

Epping Views Primary School Outside School Hours Care is committed to meeting our duty of care obligations under the National Law & Regulations to ensure a Responsible Person is on the premises at all times to ensure the health, safety, wellbeing, learning, and development of all children at the service is maintained at all times.

This policy applies to the Director, Nominated Supervisor, and educators of Epping Views Primary School OSHC Service.

PROCEDURE:

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

If the Responsible Person leaves the premises, they will 'hand over' obligations for the role to another duly appointed person at the Service. It is vital that all hand-overs to a designated Responsible Person are documented when commencing this position throughout the day. The process for determining the Responsible Person will be clear to all educators and staff, and procedures will be followed at all times. Both the outgoing and incoming Responsible Persons will ensure the displayed name of the current Responsible Person at the Service correctly reflects who presently holds the position.

Our Service will have one Responsible Person present at all times when caring for and educating children.

A responsible person is:

- An Approved Provider,
- A Nominated Supervisor, *or*
- A duly appointed person, 18 years or older, fit and proper, and have suitable skills.

MANAGEMENT:

- A Responsible Person is appointed.
- The Responsible Person is over the age of 18 years.
- The Responsible Person meets 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 has a minimum of 3 years' experience working as an educator in an Education and Care Service (Recommended but not compulsory).
- A Responsible Person is on duty from the time the Service opens each day until the time the Service closes.
- The Responsible Person interchanges with the Nominated Supervisor in their absence.
- Responsible Persons are aware that they have to sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed Responsible Person will sign on and take on the role.
- 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.

NOMINATED SUPERVISOR/ Appointed person WILL:

- Provide written consent to accept the role of Responsible Person.
- Ensure that the identity of the Responsible Person on duty is displayed and available to families and visitors.
- Inform the Director in a timely manner 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 card or teacher registration), or if they are subject to disciplinary proceedings.