
Determining the Responsible Person

Introduction

The Education and Care Services National Law determines that a responsible person must be available either on the service premises or by phone contact at all times that the Approved service is operating.

Purpose

To ensure that a responsible person is available on the NOOSH premises or contactable by phone at all times during operating hours. Details of the responsible person (the Nominated Supervisor) will be on display at NOOSH at all times. Details of Certified Supervisors will also be on display.

Policy

The Nominated Supervisor assumes the legal responsibilities of the day to day operations of the service. The process for determining the responsible person will be available to all staff and Educators and will be followed at all times. Details of the responsible person will be documented and displayed for all users of the service.

Procedures

The Approved Provider will:

- ensure that Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the Responsible person
- ensure the responsible person is appropriately skilled and qualified
- ensure a responsible person is either present or contactable by phone whenever the centre is operating a service

The Nominated Supervisor or delegated Certified Supervisor will:

- ensure the name of the responsible person is displayed at NOOSH
- ensure they are contactable by phone at all times that NOOSH is operating

Related Documents

Approved Provider information display chart

Relevant Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

**NORMANHURST OUT OF SCHOOL HOURS CARE (NOOSH)
POLICIES**

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CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
		Education and Care Services National Law Act 2010. Section 106, 117, 164 Education and Care Services National Regulation 2011. Regulation 47, 118, 173, 168 (2i)	

ENDORSEMENT BY THE SERVICE:

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