

A-21 Determining the Responsible Person

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements
QA. 4.1.2	Continuity of staff.
QA. 4.2.2	Professional standards.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.
QA. 7.2	Leadership.
QA. 7.2.2	Educational leadership.

National Regulations

Reg. 46	Application for supervisor certificate
Reg. 47	Minimum requirements for qualifications, experience and management capability
Reg. 54	Process for certified supervisor to be placed in day to day charge of education and care service
Reg. 146	Nominated supervisor
Reg. 150	Responsible person
Reg. 168	Education and care service must have policies and procedures
Reg. 173	Prescribed information to be displayed
Reg. 183	Storage of records and other documents

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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Policy Statement

The Approved Provider will ensure that the Centre determines a responsible person to be in day-to-day charge of the service and contactable at all times where the service is in operation.

Related Policies

- NORMANHURST OSHC Policy A-11: Maintenance of Records
- NORMANHURST OSHC Policy A-19: Nominated Supervisor
- NORMANHURST OSHC Policy D-9: Emergency Procedures
- NORMANHURST OSHC Policy D-30: Supervision

Procedure

The Centre must always have a Responsible Person physically present at all times whilst the service is in operation.

A responsible person can be:

1. The APPROVED PROVIDER – a member of the Management Committee
2. The NOMINATED SUPERVISOR – a person with a Supervisor Certificate designated by the service as the Nominated Supervisor (generally the Centre Director)
3. A CERTIFIED (OR SERVICE) SUPERVISOR - this is someone qualified to be placed in day-to-day charge of the service
4. A Service Supervisor – This is someone who is placed under the service supervisor certificate and can be placed in charge of the day-to-day running of the service

The Nominated Supervisor will be regarded as the Responsible Person each day. In the event that the Nominated Supervisor is absent, a person at the service who holds a Supervisor Certificate is able to be in charge of the day-to-day running of the service. The Certified/Service Supervisor does not have the same roles and responsibilities as the Nominated Supervisor.

There is no maximum number of Certified Supervisors or Service Supervisors allowed at the service. A person with a Supervisors Certificate does not need to reapply for a certificate if they change their place of employment. Should a Certified or Service Supervisor be in control of a service during a session of care, their details must be displayed with the Nominated Supervisor details as the Responsible Person on duty.

A person who has shown exceptional leadership skills, has relevant OSHC experience and has the skills needed to be the responsible person can be elected by the Nominated Supervisor/Management committee to be placed under the Service Supervisor certificate. There is no limit on the amount of the people that can be placed under the Service Supervisor certificate. The people under this certificate can be the responsible person during a session, in the Nominated Supervisors absence.

The Approved Provider must:

- ensure Nominated Supervisors and Certified/Service Supervisors have a clear understanding of their roles and responsibilities as the Responsible Person on duty
- ensure the Responsible Person is appropriately skilled and qualified
- ensure the Responsible Person is contactable at all times

The Nominated Supervisor or delegated authority will:

- arrange for the keeping of a “Responsible Person Record” which documents the current responsible person on each shift
- ensure the name of the responsible person on duty is displayed on the sign-in desk as you enter the Centre
- develop rosters in accordance with the availability of responsible persons, centre operation and attendance patterns of children

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- National Quality Framework – Nominated Supervisor Information Sheet
- My Time, Our Place Framework for School Age Care in Australia
- Network of Community Activities NQF Files – ‘Nominated Supervisor’

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