



## Staffing Arrangements – NQS4

# Determining the Responsible Person Present at the Service

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## Policy Statement

At Liwara Catholic Outside School Hours Care (the Service), a responsible person is present at all times the Service is educating and caring for enrolled children. Each person who is appointed to act as a Responsible Person, either as Nominated Supervisor or person to act in day-to-day charge of the Service, is assessed for suitability for the role against the criteria articulated in the Education and Care Services National Law (WA) Act 2012.

An educator, who has been assessed by the Approved Provider as meeting the requirements of the Education and Care Services National Law in regard to suitability for the role, is employed as the Nominated Supervisor of the Service. The Nominated Supervisor is responsible for the day to day management of the Service.

When the Nominated Supervisor is not able to be present at the premises during a care session, an educator, who has been assessed as suitable to hold the role, is appointed as the person in day to day charge of the Service for the duration of the absence.

The Nominated Supervisor and each Responsible Person accept this delegation in writing.

## Rationale

The Catholic Education Commission of Western Australia Trustees Association Inc recognises the importance of quality leadership in building and maintaining a professional workplace. Our leadership practices embrace Catholic social teaching principles and inspire Christ centred leaders, emphasising common good, participation, subsidiarity and co-responsibility.


Our approval process for responsible persons supports the appointment of suitably qualified and experienced leaders to oversee the operation of the Service, providing the best opportunity for creating a safe and supportive environment where educators can focus on delivering quality education and care for our enrolled children.

## Procedures

Educators who wish to be considered as a Responsible Person, both as Nominated Supervisor or Person to act in day-to-day charge of the Service, must complete an Application for Approval of Responsible Person Application, and submit it to the Catholic Education Western Australia (CEWA) Early Years Learning and Care team for assessment.

Approved applicants will be provided with a certificate by the Approved Provider confirming suitability. This certificate must be maintained with the educator's staff record.





The Nominated Supervisor must consent to the role in writing. This consent forms part of the staff record and will be stored in the educator's personnel file.

When the Nominated Supervisor is absent during a care session the Responsible Person must consent in writing to be placed in day-to-day charge of the Service. This consent forms part of the staff record and will be stored in the educator's personnel file.

The name of the Nominated Supervisor must be displayed at the Service. When the Nominated Supervisor is away from the Service the name of the Responsible Person must be displayed.

When an educator is placed in day-to-day charge of the Service, details of the hours must be recorded on the staff roster for that day.

When an educator is placed in day-to-day charge of the Service, details of the hours must be recorded in the Responsible Person log.

When the Nominated Supervisor or person placed in day-to-day charge of the Service finishes a shift or leaves the Service for any reason, they must ensure that the Responsible Person replacing them is advised of their intention to leave the Service.

### ***Agency Relief Staff***

Prior to accepting a relief educator from an employment agency the Nominated Supervisor or person placed in day-to-day charge of the Service must ensure that the relief educator has been assessed by their employer as meeting all criteria articulated in the Education and Care Services National Law (WA) Act 2012 for a Responsible Person.

Proof of approval by the employer must be supplied to the Service, copied and kept with the educator record.



## References

Australian Children’s Education and Care Quality Authority (2017), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA.

ACECQA. (2018). *The Guide to the National Quality Framework*. ACECQA, NSW.

Government of Western Australia Department of Justice Parliamentary Counsel’s Office. (2012). *Education and Care Services National Law*.

Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). *Education and Care Services National Regulations*.

## Document History

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