



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE

STAFFING ARRANGEMENTS – RESPONSIBLE PERSON POLICY

POLICY STATEMENT

A Responsible Person is placed in day-to-day charge of the service in accordance with the *Education and Care Services National Regulations 2012*.

RATIONALE

There must be a Responsible Person in charge of the service and physically present at all times.

PROCEDURES

The centre manager at Liwara Catholic Primary OSHC will appoint a suitably skilled and qualified staff member to be the Responsible Person placed in day-to-day charge of the service.

An educator who holds a supervisor certificate issued by our care provider - CEWA (a certified supervisor) is employed as the Nominated Supervisor of the service.

The Nominated Supervisor is responsible for ensuring that the service operates in accordance to the Education and Care Services National Regulations 2012.

Responsibilities of the Nominated Supervisor include, but are not limited to;

- the supervision and safety of children
- the delivery of a suitable educational program (in consultation with the educational leader at the service)
- the provision of appropriate food and beverages
- correct staffing levels and all required documentation is readily available.

Before commencing in the role of Nominated Supervisor the Educator must consent to conduct this role and accept the nomination in writing. At Liwara Catholic Primary OSHC service this consent forms part of the staff record and will be maintained in the educator's personnel file.

When the Nominated Supervisor is not able to be present at the premises during a care session an educator who holds a supervisor certificate issued by CEWA will be appointed as the responsible person for the duration of the absence. The certified supervisor 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 will be displayed at the service. When the Nominated Supervisor is away from the service the name of the responsible person will also be displayed.

When an Educator has been placed in day-to-day charge of the service details of the hours will be recorded on the staff roster for that day.

REFERENCES

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

FOR MORE INFORMATION

Review History		
Previous Review	Year of Review	Next Review
April 2017	May 2018	May 2019
May 2018	May 2019	May 2020
May 2019	April 2020	April 2021