



# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

## **Responsible Person Policy**

### **Policy Statement**

Woodside Primary School OSHC will ensure that the education and care service has a responsible person in day to day charge of the OSHC. This policy outlines the process for determining the responsible person.

### **Determining the Responsible Person**

A responsible person must be present at all times when the OSHC is educating and caring for children. If the Nominated Supervisor is absent, a Responsible Person placed in day-to-day charge of OSHC can be the responsible person. The Responsible Person, although in charge of the service does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensures that there is consistency and continuity in practice.

The Responsible Person will be in day-to-day charge of the OSHC and will satisfy all the requirements of a Responsible Person as defined by the Education and Standards Board of S.A. (ESB) and the Education and Care Services National Law 2010 and Regulations 2011 with regard to ensuring fitness and propriety.

In determining the responsible person, the Approved Provider will also consider the capacity of this person to ensure children's safety and wellbeing, having regard to their qualifications, experience and age. This includes the person's:

- understanding of the Education and Care Services National Law Act 2010 and Regulations 2011
- understanding of other relevant laws and provisions such as Work Health, Food Handling, etc.
- capacity to implement emergency and evacuation procedures
- ability to attend to parent inquiries (either directly or by referral)
- capacity to supervise, manage and lead other educators
- ability to respond to incidents involving children's health and safety
- ability to respond to incidents involving the health and safety of educators, volunteers and family members present at the service
- knowledge (extensive) of service policies and procedures including opening/closing procedures
- capacity to ensure the safety and wellbeing of all children being educated and cared for while they are the responsible person
- ability to effectively make written records of incidents
- ability to effectively communicate with children, families, staff, school and relevant authorities
- ability to reflect and evaluate their performance as the responsible person
- ability to understand and articulate practice

The OSHC Director will maintain a staff record including the name of the responsible person at the service for each time that children are being educated and cared for by the service. In accordance with regulatory requirements, a sign stating the name and position of the responsible person in charge must be displayed at all times children are being educated and cared for.

The Responsible Person will be clearly marked on all rosters so staff are well aware of this person and assist them in any way to make the smooth operation of the service.

### **Relevant Laws and other Provisions**

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011
- NQS Area: 4.2.1; 7.1; 7.3.1, 7.3.2, 7.3.3, 7.3.5.