DETERMINING A RESPONSIBLE PERSON

This policy aims to:

The purpose of this policy is to ensure the Approved Provider nominates a Nominated Supervisor, Person in Day to Day Charge

The OSHC@IOE will ensure that:

A Nominated Supervisor has been allocated to the OSHC Program at each service. The Nominated Supervisor must:

- Be 18 years or older
- Have adequate knowledge of the laws and regulations of education and care to children
- Have the ability to effectively supervise and manage an education care and service
- Sign a consent form agreeing to be the Nominated Supervisor for the service

A Nominated Supervisor must sign and disclose:

- Any compliance history or breaches of the education law
- Any refusals, suspensions or cancellations of licenses or certifications

The name of the Nominated Supervisor is displayed at all times.

Three people at the service is nominated as 'Person in day-to-day charge'. There must be a Person is day to day charge on site at all times. The name of the Person in day-to-day charge must be displayed when the Nominated Supervisor is not on site and documentation to support this.

The Person in Day to Day Charge must:

- Be 18 years or older
- Have adequate knowledge of the laws and regulations of education and care to children
- Have the ability to effectively supervise and manage an education care and service
- Sign a consent form agreeing to be a Person in day to day charge for the service

A Person in day to day charge must sign and disclose:

- Any compliance history or breaches of the education law
- Any refusals, suspensions or cancellations of licenses or certifications

The Approved Provider will ensure:

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PERSON

- Ensure all records of Nominated Supervisors and Person in day to day charge are kept onsite and up to date
- The Nominated Supervisor has signed a consent form
- All Person in day to day charge have signed a consent form

References:

Education and Care Services National Regulations 2011: 4.3A, 117A,B & C

National Quality Standards: 7.1.3