



## RESPONSIBLE PERSON POLICY

### **Rationale:**

Kyabram P-12 College After school care program will have a responsible person physically present at OSHC at all times. The Education and Care Services National Law determines that a responsible person must be physically present at a school based service at all times that a service operates.

### **Aims:**

A responsible person will be on the premises at all times, and details of the responsible person at any time will be clearly displayed for educators, staff and families. The process for determining the responsible person will be clear to all educators and staff, and followed at all times.

### **Implementation:**

- The responsible person will have suitable Early Childhood qualifications relevant to the role.
- Details of the person responsible are documented and displayed for all users of the service.
- There must be a Responsible Person in charge of the service and physically present at all times.
- The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations.
- 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.
- Ensure the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of the responsible person.
- Ensure that the responsible person is appropriately skilled and qualified.
- Ensure a responsible person is physically present at the after school care program at all times when the OSHC is operating.
- The Nominated Supervisor or delegated authority will arrange for the keeping of a “responsible person record”. This record will document the current responsible person.
- The name of the responsible person will be displayed on the Parent Information Board in the OSHC room. Develop rosters in accordance with the availability of responsible persons, school operation and attendance patterns of the children.

### **Review:**

This policy was reviewed in 2020 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

\_\_\_\_\_ Date: 19/03/2020

College Council President

Review Date: March 2023