



RESPONSIBLE PERSON POLICY

As per *Education and Care Services National Law and Regulations*, a Responsible Person must always be physically in attendance that the Out of School Hours Care (OOSH) Service is educating and caring for children.

Approved providers are responsible for appointing a Responsible Person who is aged 18 years or older, has adequate knowledge and understanding of the provision of education and care to children, and has an ability to effectively supervise and manage an education and care service. A Responsible person continues to be * The approved Provider or a person with management or control * a nominated supervisor or * a person in day-to-day charge of the service. (ACECQA, 2017).

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS | NATIONAL QUALITY STANDARD | OTHER SERVICE POLICIES/ DOCUMENTATION | OTHER |
|--|---|---|--|
| R Section 162, 169 R117A, 117B, 117C, 150, 168, 173, 177 | 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1, 7.1.3 | <ul style="list-style-type: none"> - Child Protection Policy - Code of Conduct Policy - Health and Safety Policy - Interactions with Children, families and Staff Policy - Privacy and Confidentiality Policy - Respect for Children Policy - Supervision Policy - Workplace Health and Safety Policy | <ul style="list-style-type: none"> - ACECQA - Guide to the national Quality Framework. - Child Safe Standards |



SUNBEAMS OUT OF SCHOOL HOURS – POLICY DOCUMENT

PURPOSE:

Sunbeams is committed to meeting our duty of care obligations under the *Education and Care Services National Law and National Regulations* to ensure a Responsible Person is always physically on the premises to ensure the health, safety, wellbeing, learning, and development of all children at the service is always maintained. Standard 5 of the Child Safe standards “People working with children are suitable and supported” is considered when recruiting staff to fulfill this position to ensure the supervision and management of the day-to-day functioning of the service and the management of staff have a child safety focus, thus highlighting the organisations commitment to being child safe.

WHO THE POLICY AFFECTS?

Management
Staff
Students
Parents

DEFINITIONS:

| NAME | DEFINITION |
|------------------------------------|---|
| Nominated Supervisor | A person, over the age of 18, with responsibility for the day-to-day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services. |
| Responsible Person (PIDTDC) | A person, over the age of 18, who is physically at the Service and has the role of Nominated Supervisor or duly appointed person. The Responsible Person has consented to be placed in day-to-day charge of the Service but does not take on the responsibilities of the Nominated Supervisor rather they ensure the consistency and continuity in practices. |



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OVERVIEW:

A Responsible Person will always be on the premises, and the details of the Responsible Person will be clearly visible to families and visitors at the main entry of the OOSH Service. A record of the Responsible Person will be documented each day via the Responsible Person Register On OWNA, in the staff diary and on the front door of Sunbeams.

If the Responsible Person leaves the premises, they will 'hand over' obligations for the role to another duly appointed person at the Service. It is vital that all handovers to a designated Responsible Person are documented when commencing this position throughout the day via the Responsible Person record. The process for determining the Responsible Person will be clear to all educators and staff, and procedures will be always followed. Both the outgoing and incoming Responsible Persons will ensure the displayed name of the current Responsible Person at the Service correctly reflects who presently holds the position.

Sunbeams will always have one Responsible Person present when caring for and educating children.

A responsible person can be:

- An Approved Provider or a person with management or control
- A Nominated Supervisor, or
- A person in day-to-day charge of the service (PIDTDC)

The Approved Provider/Management will ensure a Responsible Person:

- is always appointed and physically on the premise children are being educated and cared for
- is over the age of 18 years
- meets the minimum requirements for qualifications, experience and management capabilities
- holds a valid and current Working with Children Check
- has completed child protection training and is aware of the reportable conduct scheme
- has knowledge and a commitment to the National Child Safe Standards, ensuring all staff understand that keeping children safe is everyone's responsibility, conveying this message openly.
- Understands and complies with the Child Safe Code of Conduct, Child Safe Policy and Child Safe reporting policy, which details complaint handling.



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- has adequate knowledge and understanding of the provision of education and care to children, the Education and Care National Law and Regulations and National Quality Standard, the approved framework for school age care- *My Time, Our Place* (MTOP), Family Assistance Law and administration of CCS
- Displays leadership qualities that demonstrate child safe values and practices and champions these values, embedding them in organizational governance (Standard 1 Child Safe Standards)
- can effectively supervise and manage an education and care service, making sure staff understand and comply with the organisations Code of conduct.
- is a fit and proper person (as per regulatory authority conditions)
- has evidence of completing an approved diploma level education and care qualification or higher is considered as a requirement or 'actively working towards' an ACECQA approved qualifications.
- provides references including their current and previous employers. These will be checked, and records kept on file.
- provides written consent for the position of Responsible Person and this is filed in staff records (not required if the approved provider is the responsible person)

The Approved Provider/Management will ensure:

- the regulatory authority is notified 7 days prior to a **Nominated Supervisor** starting at the Service or within 14 days after the person has commenced the role through NQA IT System
- The regulatory authority is notified if the **Nominated Supervisor** changes their name or contact details; is no longer employed by the Service, has been removed from the role or withdraws their nomination
- a Responsible Person will be removed from the position should management become aware of a matter or incident which affects the ability of the person to meet the minimum requirements of the position
- The staff register has the name of the Responsible Person at the Service for each time children are being educated and cared for by the Service
- a Responsible Person is on duty from the time the Service opens each day until the time the Service closes
- ensure that the identity of the Responsible Person on duty is displayed in the main entrance of the Service and is easily visible for families and visitors
- the **PIDTDC** interchanges with the Nominated Supervisor in their absence



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- Responsible Persons are aware that they must sign off when they have finished their duty and will ensure the Nominated Supervisor or appointed Responsible Person (PIDTIC) will sign up and take on the role
- a staff record is kept recording
 - the full name, address and date of birth of the person responsible/nominated supervisor.
 - evidence of relevant qualifications
 - if applicable, evidence that the Responsible Person/Nominated supervisor is actively working towards that qualification
 - evidence of any approved training (including first aid training and child protection training)
 - verification of a Working with Children Check – identifying number and expiry date
 - written consent for the position of Responsible Person

A Nominated Supervisor/appointed Responsible person will:

- provide written consent to accept the role of Responsible Person/Nominated Supervisor
- sign their name and hours of responsibility on the Responsible Service Register
- ensure that the identity of the Responsible Person on duty is displayed in the main entrance of the Service and is easily visible for families and visitors
- inform management (Approved Provider/Nominated Supervisor) in a timely manner in the event of absence from the Service due to leave or illness so they can be replaced by another Responsible Person
- ensure they have a sound understanding of the role of Responsible Person
- abide by any conditions placed on the Responsible Person
- understand that a Responsible Person placed in day-to-day charge (PIDTIC) of the Service does not have the same responsibilities under the National Law as the Nominated Supervisor.
- in the case of Nominated Supervisor, Notify the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper (such as the suspension or cancellation of a Working with Children Check card or teacher registration), or if they are subject to disciplinary proceedings.
- notify management at the Service in writing, if they wish to withdraw their consent to be a Responsible Person



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- Responsible Person appointments will be recorded on the Staff Roster, so all educators and staff are aware of who is always appointed Responsible Person the service is open
- the Director/Nominated Supervisor will advise educators and staff the educators who have been appointed as a Responsible Person

ENDORESEMENT BY THE SERVICE:

The policy will be reviewed as required. The review will be conducted by management, staff, children, families and the wider community.

Last reviewed: June 2025

Date of next review: December 2027

APPROVAL DATE: _____

DATE FOR REVIEW: _____



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