

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.
- Has 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.
- Hold a Diploma or higher in education.

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 or Person in day-to-day charge is always displayed.

Three people at the service is nominated as 'Person in day-to-day charge'. There must be a Person in always day to day charge on site. 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.
- Can 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:

- 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.

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- 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