



## Out of Hours School Care

### Determining the Responsible Person Present and Educational Leader Policy

#### Policy Statement

The Education and Care Services National Law determines that a responsible person must be always physically present at the Out of School Hours (OSHC) program that the program operates.

Educators and families must be aware who the responsible person in charge is on any given day. The nominated supervisor always assumes the legal responsibility of the service. The responsibility of running the service can be passed on in his/her absence.

#### Procedures and Practices

The responsible person can be: The Approved Provider, Nominated Supervisor, or a Certified Supervisor

The Approved provider will:

- Ensure the Nominated Supervisors and Certified Supervisors have a clear understanding of the role of the responsible person.
- Ensure the responsible person is appropriately skilled and qualified.
- Ensure a responsible person is physically present at the OSHC program. A substitute for the responsible person will be present where a waiver is in place.
- The Nominated Supervisor will: ensure the name of the responsible person is displayed in the main entrance of the venue.
- The Educational leader is appointed by the approved provider to lead the development and implementation of educational programs in collaboration with educators to ensure that children achieve the outcomes of the approved framework.

#### Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulation 2011. Sourced April 2021.

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August 2015  
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