

## ARMIDALE OUT OF SCHOOL HOURS CARE

### Determining the Responsible Person Policy

<b>Related documentation</b> <b>Policy/policies:</b>	Governance, Staffing.
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 47, 54 118,173,231 Education and Care Services Law 2010 – section 117, 164, 106 NQS 7.1
<b>Related procedures:</b>	Workplace Health and Safety,
<b>References:</b>	ACECQA
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose</b>	The Approved provider must ensure that a responsible person is available to support Educators in Armidale Out of School Hours Care when they are educating and caring for children.
<b>Responsibility/applies</b>	Directors, Management and Nominated Supervisor.

#### Key information:

A Responsible Person is:

- The Approved Provider or someone with management or control,
- A Nominated Supervisor, or
- Someone who has been appointed to be in day-to-day control of the service.

#### Appointing a Responsible Person:

- The Approved Provider must obtain written consent from an appointee to the role of Responsible Person prior to their appointment,
- The name of the Responsible Person must be displayed so that it is visible from the service's main entrance.

#### Minimum Requirements for Responsible Persons:

- Be over 18 years of age,
- Have adequate knowledge and understanding of the provision of education and care to children,
- Hold a current First Aid qualifications with a nationally recognised unit of competency, and
- Have an ability to effectively supervise and manage an education and care service.

**When appointing a person to the role of Responsible Person, the Approved Provider of Armidale Out of School Hours Care must have regard to:**

- The person's history of compliance with the National Law and other relevant laws,
- Any decision under the Law to refuse, suspend, refuse to renew, or cancel a licence, approval, registration, certification or other authorisation granted to the person under the National Law and other relevant laws.

***The Approved provider may ask the nominated person to complete and sign a Compliance History Statement template and keep it on file.***

**Child Protection obligations and training:**

- Armidale Out of School Hours Care must ensure Responsible Persons (and staff members) are advised of child protection laws and obligations and have current working with children checks that comply with working with children's laws.
- Responsible Persons must regularly complete child protection training as required by the Regulatory body.

**Provision of Assistance to Armidale OSHC Educators:**

Armidale Out of School Hours Care must ensure that when an educator is educating and caring for a child, one of the following is available to provide support to the educator:

- The Approved Provider, if the approved provider is an individual, or a person with management or control of the service,
- A nominated supervisor of the service,
- A person in day-to-day charge of the service.

***The requirement to be available to provide support to an Armidale Out Of School Hours Care Educator includes being available to be contacted by telephone to provide advice and assistance.***