

Responsible Person Policy

Introduction

At our Out of School Hours Care (OSHC) Service, a Responsible Person is always present whenever children are in our care. This ensures children are safe, supported, and able to enjoy meaningful learning experiences.

What is a Responsible Person?

A Responsible Person is the adult in charge of the service at any given time. They are over 18, appropriately qualified, and capable of supervising and managing the service. This role may be held by the Approved Provider, a Nominated Supervisor, or a person placed in day-to-day charge.

The name of the current Responsible Person is always displayed at the main entrance for families and visitors, and a daily record is kept to show who has held this role throughout the day.

Purpose

The purpose of this policy is to ensure that there is always a Responsible Person on-site. This guarantees the service meets its duty of care obligations, operates safely and ethically, and aligns with professional standards and the My Time, Our Place Framework.

Scope

This policy applies to the Approved Provider, Management, Nominated Supervisors, Responsible Persons, and all educators at the service.

Roles and Responsibilities

The Approved Provider and Management ensure a Responsible Person is appointed whenever children are in care. Each Responsible Person must:

- Be over 18 years old.
- Hold a valid Working with Children Check.
- Have completed child protection training and understand the child-safe standards.
- Be knowledgeable about the National Law, National Regulations, National Quality Standard, and the My Time, Our Place Framework.
- Be able to supervise and manage the service effectively.
- Provide written consent to take on the role.

Nominated Supervisors and appointed Responsible Persons must:

- Sign the Responsible Person Register each day.
- Ensure their name is displayed as the current Responsible Person.
- Notify management if they are unable to fulfil the role, so a replacement can be appointed.
- Understand the difference between a Responsible Person and a Nominated Supervisor under the law.

Responsible Person Policy

Implementation

A Responsible Person is always present during service operating hours. If a handover occurs during the day, it will be formally recorded to ensure families and staff know who is responsible at any time.

The staff roster clearly identifies which educators are appointed as Responsible Persons. Families can always see who is responsible by checking the display at the service entrance.

Legislative and Quality Requirements (Simplified for Families)

Our policy follows laws and regulations to make sure children are always safe and cared for. These include rules about:

- Having a Responsible Person present whenever children are at the service.
- Making sure Responsible Persons are suitably qualified and trained.
- Keeping records of who is responsible each day.
- Reporting changes in Nominated Supervisors or Responsible Persons to the regulatory authority.
- Following standards for professional collaboration, staffing arrangements, and governance.

Review

This policy is reviewed regularly to ensure it continues to meet legal requirements, professional standards, and the needs of children and families. Families and staff are informed of any updates.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the appointment and responsibilities of the Responsible Person.

This means that at all times when children are in care, the Responsible Person must prioritise the safety, supervision and wellbeing of children above all other considerations. Educators, staff and management are required to exercise professional judgement and ensure that the Responsible Person is capable, present and actively overseeing the Service to maintain a safe and compliant environment.

The Service will ensure that all Responsible Persons are appropriately qualified, trained and supported to fulfil their role effectively. This includes maintaining clear oversight of staff, ensuring adequate supervision ratios, responding promptly to incidents or concerns, and ensuring that all practices align with legislative and regulatory requirements. Handover processes will be clearly documented to ensure continuous accountability and transparency.

All practices relating to the Responsible Person role must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.



Responsible Person Policy

Review

Date:	Changes:	Reviewed by:
02/06/2023	New policy (All updated)	Charmayne Nathan
07/08/2024	No changes - reviewed	Charmayne Nathan
18/09/2025	Policy was updated, information was condensed.	Charmayne Nathan
29/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmaayne Nathan