

10(b) Staffing – Determining a Responsible Person

Purpose

Effective leadership builds and promotes a positive organisational culture and professional learning community. Management, educators and staff are collaborative, respectful and ethical.

Scope

NQF Quality Area 7	Governance & Leadership
NQF Standard 7.2 Leadership	

Processes

The Director of the NPS OSHC service is required to be a suitably qualified and experienced educator who is the educational leader at the service. The Director leads the development and implementation of educational programs in the service and appointment of responsible persons.

The Director will ensure a responsible person assessed as fit and proper, is in day-to-day charge of the service on any given day. The service will not operate unless a nominated supervisor is appointed.

The responsible person is the person in day-to-day charge at the service and can be either:

- the approved provider (or the person in management or control of the service);
- the nominated supervisor of the service; or
- a responsible person appointed in day-to-day charge of the service.

Determining the responsible person

The appointment of nominated supervisors is the responsibility of the OSHC Director in consultation with the school's Principal. These appointments are made in consideration of:

- The written consent of the person to accept the role of nominated supervisor.
 - Being at least 18 years of age, with a sound understanding of the role.
 - An adequate knowledge and understanding of education and care of children.
 - The ability to supervise and manage an education and care service.
 - A history of compliance with the National Law and other relevant laws.
- This would include asking the applicant to sign a declaration and reviewing the candidates referees.

Staff records of the nominated supervisor

The staff records will include the following information for each nominated supervisor:

- 1) The full name, address and date of birth of the nominated supervisor.
- 2) Evidence of any relevant qualifications, or actively working towards that qualification.
- 3) Evidence of any approved training (including first aid training) completed.
- 4) A record of the identifying number of the current working with children clearance.
- 5) If a teacher, a copy of their current teacher's registration certificate.

Roles and Responsibilities

The Director is responsible for the appointment of nominated supervisors, after consultation with the school's Principal and accurate staff records.

Displaying the name of the nominated supervisor in a prominent position in the service.

This includes notification of the nominated supervisor to the relevant authority.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
Review Date		