



# Wesley Out of School Hours Care Policy

## Responsible Person

### 1. Purpose

Wesley out of School Hours Care (Wesley OOSH) will ensure a responsible person is on the premises at all times whilst the service is in operation. The details of the responsible person will be documented and clearly displayed for educators, staff, families and visitors.

### 2. Scope

This policy applies to any staff who are suitably qualified to be nominated as the Responsible Person in Day to Day Charge at any Wesley OOSH service.

#### National Quality Standard

QA7	7.2	Effective leadership builds and promotes a positive organisation culture and professional learning community
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#### National Regulations(r)

r150	Responsible person
r168	Education and care service must have policies and procedures
r173	Prescribed information is displayed
r177	Prescribed enrolment and other documents to be kept by approved provider

#### My Time, Our Place

LO1	Children feel safe, secure and supported
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### 3. Policy statement

Wesley OOSH has a duty of care under the National Law and Regulations to ensure a responsible person is on the premises at all times when children are being cared for by the service to ensure the health, safety, well-being, learning and development of all children at the service. The process for determining a responsible person will be clear to all stakeholders and will be followed at all times. The details of the responsible person will be displayed at the service.

### 4. Principals

Wesley OOSH will ensure:

- The Responsible Person in day-to-day charge has consented to be the Responsible Person in day-to-day charge of the service
- The Responsible Person in day-to-day charge is at least 18 years of age
- The Responsible Person in day-to-day charge has the appropriate skill level, experience, qualifications and approval to work with children as required under the National Law and Regulations
- The name of the Responsible Person is displayed at the service in a position that is clearly visible.



- The Responsible Person in day-to-day charge understands that they do not have the same responsibilities as the Nominated Supervisor

In determining the Responsible Person in Charge, Wesley OOSH will nominate:

- In the first instance the Centre Coordinator
- In the second instance the Senior Educator
- Following that, any other suitably qualified staff member

## **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

## **6. Consultation & Approval**

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.