



Wesley Out of School Hours Care Policy

Responsible Person

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure that each centre determines a responsible person to be in day to day charge of the service and be available at all times where the service is in operation.

2. Scope

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

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 obligation 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 and well-being, learning and development of all children at the service. The process for determining the 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.
- Be at least 18 years of age.
- Has 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 all times at the center and is clearly visible from the main entrance of the service.
- Understands that the Responsible Person placed in day-to-day charge of the Service does 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 the Program Manager, Wesley Out of School Hours Care, Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Centre Coordinator/s, Wesley Out of School Hours Care & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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