



# Staffing and Responsible Person Policy

## **Staffing**

All Educators employed by Cobbler Creek OSHC and Vacation Care have an induction upon employment. The employees are given the following forms to read and sign when required:

- Educators are given a contract to read and sign.
- Educators are given a Job Description and Expectations
- Educators are given a Fair Work Information Fact Sheet
- Educators are given an Employee Handbook
- Educators are given Health and Safety Manual to read
- Educators are given Area Guidelines and Expectation Book to read and sign

All Educators have training in the various areas of the service and work closely with another Educator to learn routines and procedures.

Contracts for all employees are renewed every 12 months

All Educators' Qualifications and Certificates are regularly monitored and ensured that they are kept up to date.

Cobbler Creek Management organise all the training and informative sessions for employees.

## **Responsible Person**

Our service is committed to meeting our duty of care obligations under the National Law and Regulations. We have a Nominated Supervisor and Responsible Person on the premises at all times to ensure the health, safety and wellbeing of all the children.

We ensure that learning and development of all children at the service is maintained at all times. Below is the roles and responsibilities of the Nominated Supervisor, Responsible Person and Management.

### **Nominated Supervisor**

The definition of a Nominated Supervisor is:

*A person with responsibility for the day to day management of an approved service. The Nominated Supervisor has a range of responsibilities under the Law and Regulations that govern the operation of education and care services.*

A Nominated Supervisor will:

- Provide written consent to accept the role of Responsible Person
- Check that the identity of the Responsible Person in charge of the Service is available to families and visitors

- Inform the Director in the event of absence from the Service due to leave or illness so they can be replaced by another Responsible Person
- Ensure they have a sound understanding of the role of Responsible Person

### Responsible Person Definition

*A person who is physically at the Service and has the role of Nominated Supervisor or duly appointed person. The Responsible Person has consented to be placed in day to day charge of the Service but does not take on the responsibilities of the Nominated Supervisor rather they ensure the consistency and continuity in practices.*

Our Service will have one Responsible Person on the premise at all times when educating and caring for children and the details of the Responsible Person will be readily available to families and visitors. A Responsible Person is:

- An Approved Provider
- A Nominated Supervisor
- A duly appointed person, 18 years or older, fit and proper, and have suitable skills

### Management

Management will ensure:

- A Responsible Person is appointed
- The Responsible Person has a clear understanding of the role
- The Responsible Person is on duty during both early and late shifts
- Written consent of the Nominated Supervisor role has been accepted

### Students and Volunteers

Due to our Service being quite large, we don't offer placements for students or volunteers.

<b>National Regulations</b>	
Regulation 145	Staff Record
Regulation 146	Nominated Supervisor
Regulation 147	Staff Members
Regulation 149	Volunteers and Students
Regulation 150	Responsible Person
Regulation 151	Record of educators working directly with children
Regulation 173	Prescribed Records
<b>National Quality Framework</b>	
Quality Area 7.1.3	Roles and Responsibilities
Quality Area 7.2.3	Development of Professionals

Effective from April 2021  
Review Date: April 2024