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# Responsible Person Policy

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## 1. INTRODUCTION

Life Skills & Adventures must ensure that a responsible person is always present whenever the organisation is educating and caring for children, in accordance with the Education and Care National Regulations, 2011. The responsible person must be the Nominated Camp Leader /Supervisor or a Certified Supervisor (now known as the Camp Leader/Supervisor on Duty).

## 2. POLICY

To conduct a camping program, a responsible person must be present whenever the camp is educating and caring for children.

In compliance with section 162 (1) (a) to (c) of the Education and Care Service Act 2010 a responsible person must be;

- a) The approved provider, if the approved provider is an individual or, in any other case, a person with management or control of an education and camp program operated by the approved provider (ie. LSA Director);
- b) The nominated leader/supervisor of the camp
- c) Camp Leader/Supervisor on Duty – who has been placed in day to day charge of the service in accordance with the national regulations

Life Skills & Adventure camps will ensure at all times this information is accurately recorded and available in all applicable Human Resources files at the approved premises of the organisation.

## 3. DEFINITIONS

### **Approved Provider:**

An approved provider is the company, incorporated entity/body or proprietor who own or operates an Education and Care Service potentially used by Life Skills & Adventures.

### **Nominated Supervisor:**

The Nominated Supervisor is the person with responsibility for the day to day management of the service. People who hold Supervisor, Carer or Teaching Certificates are eligible to be a Nominated Supervisor of a camp. If a camp employs two or more educators/carers who hold relevant certificates, any one of them could consent to be the Nominated Supervisor but only one can be appointed to the position.

### **Educational Leader / Camp Leader:**

The educational leader might be a nominated supervisor (who has suitable experience and qualifications), an early childhood teacher, a manager or a diploma qualified educator within the service. The regulations do not specify a minimum qualification or the number of hours the educational leader should work, or whether this person must work directly with children.

This person may have suitable qualifications and experience, as well as a thorough understanding of the Early Years Learning Framework and/or the Framework for School Age Care (or other approved learning framework) to be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.

The National Regulations require the approved provider to appoint the educational leader in writing, and note this designation in the staff record of the service.

## **4. SCOPE**

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

## **5. ROLES AND RESPONSIBILITIES**

<b>Department/Area</b>	<b>Role/Responsibility</b>
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.  Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.  Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy
CEO	Approve the Policy Provide official sign off on the Policy

## **6. MONITORING, EVALUATION AND REVIEW**

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.