



Responsible Person

Also referred to as Supervisor or Additional Supervisor

Background

The titles Responsible Person (RP), Supervisor and Additional Supervisor are used interchangeably to describe the same position.

Responsible Person (RP)

A nominated Responsible Person will always be present at St Francis School OSHC whenever the service is operating, according to requirements under the Education and Care services National Regulations 2011, and the South Australian Commission for Catholic Schools policies.

At St Francis School OSHC the Nominated Supervisors are the Principal, Deputy Principal and APRIM. Upon appointment the principal has placed the OSHC Director in day-to-day charge of St Francis School OSHC to be the Responsible Person present at the education and care service.

When the Director is absent the Assistant Director will undertake the role of Responsible Person. In the absence of the Director and Assistant Director another qualified staff person who is approved by CESA as an Additional Supervisor/Responsible Person will be designated for the required session/s.


All persons who undertake the role of Responsible Person have been approved through recommendation and application to the Principal and the South Australian Commission for Catholic Schools. They have accepted in writing, the designation of an Additional Supervisor/Responsible Person and understand and accept their responsibilities under the Education and Care Services National Law and National Regulations.

The name of the Responsible Person in charge will be publicly displayed at all times when children are in care and is visible to anyone entering the service.

Document Control:

REVIEWED AND UPDATED:			
POLICY REVIEW DATE	AUTHOR	COMMENTS	NEXT REVIEW DATE
September 2024	St Francis School OSHC	Written in consultation with Phil Schultz (School Principal and service Nominated Supervisor) and Alexandra Curtis (OSHC Director). Document Version 1	September 2026

Approval Date: September 2024

Signed: 

Position: School Principal / Nominated Supervisor

Review Date September 2026

Thank you, St Francis School OSHC