

## 10.6 Nominated Supervisor Policy

Currumbin State School P&C Association as the Approved Provider of Currumbin Kids Club, acknowledges its obligation to appoint one or more individuals as Nominated Supervisor/s at the service (National Regulation 24) following a determination of the person/s suitability to act as the responsible person/s in charge of the day to day operations at the service. In the absence of the Nominated Supervisor/s, other educators working at the service deemed suitable to perform the responsible person duties, will also be appointed.



### Relevant Laws and other Provisions

- *Education and Care Services National Law Act 2010 and Regulations 2011*
- *Education and Care Services National Amendment Regulations 2017*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- *Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.1 – Quality Compliance, 10.5 – Approval Requirements under Legislation, 10.9 – Information Handling (Privacy and Confidentiality), 10.22 – Determining the Responsible Person.*



### Procedures

Prior to the appointment of one or more individuals to be Nominated Supervisor/s at their OSHC service, the Approved Provider will determine a person/s suitability to be a Nominated Supervisor and to record and keep sufficient information as evidence of this determination (refer to 10.6.1 Determining the Nominated Supervisor Checklist, Delegation and Consent).

In determining a person's suitability to act as Nominated Supervisor, the Approved Provider will ensure that the person/s:

- Be 18 years or over;
- Have adequate knowledge and understanding of the provision of education and care to children (qualifications, skills and work experience);
- Have ability to effectively supervise and manage an education and care service;

In determining a person's suitability to act as Nominated Supervisor, the Approved Provider will have regard to the person/s:

- Compliance history with the National law and other relevant laws (refer to Compliance History Statement template - <http://files.acecqa.gov.au/files/Templates/ComplianceHistoryStatement.pdf>)
- Prohibition history (refer to Prohibition Notice Declaration template - <http://files.acecqa.gov.au/files/Templates/ProhibitionNoticeDeclarationForProspectiveStaffMembers.pdf>)
- Candidate references and referee checks

Written consent will be gained from individuals appointed as a Nominated Supervisor. The Nominated Supervisor Consent Form accessed on [www.acecqa.gov.au/applications](http://www.acecqa.gov.au/applications), will be completed and submitted to the Regulatory Authority via the NQA IT System.

When changes occur to Nominated Supervisor appointments at the OSHC service the Regulatory Authority will be notified through the NQA IT System by submitting a Notification of Change to Nominated Supervisor Form ([www.acecqa.gov.au/applications](http://www.acecqa.gov.au/applications)) [National Regulation 35].

If uncertainty or concern arises about a candidate's compliance history the Approved Provider will contact the Regulatory Authority and enquire if the person is subject to a prohibition notice in any state or territory.

If a matter or incident arises affecting the Nominated Supervisor's ability to meet minimum requirements a reassessment will be made of the person's suitability to be in the position.

The Approved Provider, and the Nominated Supervisor/s, may appoint other educators at the service deemed to have the skill and ability, to act as the responsible person in day-to-day charge of the service in the absence of the Nominated Supervisor/s. (Refer Policy 10.22 – Determining the Responsible Person).

Information regarding the appointment of the Nominated Supervisor/s and Responsible Persons in Charge will be documented on the staff record of the service (National Regulation 145 and 146).

## References

<http://files.acecqa.gov.au/files/NQF/ResponsiblePersonRequirements.pdf> accessed 26 Oct 2017

<http://files.acecqa.gov.au/files/NQF/KeyChangesNotificationComplaints.pdf> accessed 26 Oct 2017

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