LOWER PLENTY PRIMARY SCHOOL OSH 

126 Main Road, Lower Plenty 3093

Phone: 9435 2585 Fax: 9432 0844

Email: lower.plenty.ps@edumail.vic.gov.au

Website: www.lowerplentyps.vic.edu.au

CARE ● HONESTY ● ACHIEVEMENT ● RESPECT ● RESPONSIBILITY ● FUN

# SUPERVISING CERTIFICATE POLICY

## PURPOSE

As part of the Approved Provider obligations a Certified Supervisor must be nominated, in writing to the Regulatory authority, to be the Nominated Supervisor for the service. The Nominated Super visor is delegated by the Approved Provider to be in charge of the day-to-day operations of the service.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

The Nominated Supervisor of the service MUST hold a current Supervisor Certificate in accordance with the Education and Care Services National Law 2010 and Regulations 2011. A Supervisor Certificate allows the person to whom it is issued, with their written consent, to be placed in the day to day charge of an approved education and care service, either as the Nominated supervisor or when the Nominated Supervisor is absent from the service.

Application for a Supervisor Certificate may be made:

* In writing to the Regulatory Authority, including the prescribed fee
* By an individual over 18 years of age • In the jurisdiction which they currently, or intend to, reside in. Applicants for a Supervisor Certificate must satisfy the Regulatory Authority that they:
* Are a fit and proper person to be a supervisor of an education and care service
* Meet the prescribed minimum for qualifications, experience and management capability
* Management of the service will seek written consent from a designated Certified Supervisor to take on the role of the Nominated Supervisor for the service, as per legislated requirements for Service Approval.

## FURTHER INFORMATION AND RESOURCES

* Children’s Services Act 1996
* Children’s Services Regulations 2009
* Educational and Care Services National Law Act 2010
* Educational and Care Services National Regulations 2011
* National Quality Standard for Early Childhood Education and Care for School Age Care

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.