

ENGAGEMENT OR REGISTRATION OF FAMILY DAY CARE EDUCATORS POLICY

Family day care educators provide early education and care for babies and children up to 13 years of age in a natural and flexible home learning environment. Educators are early childhood education and care professionals who hold or are actively working towards a Certificate III level of an early childhood qualification. Our Service aims to engage and register educators who are appropriately qualified, are passionate early childhood educators and are committed to ongoing training and professional learning with the support of our coordinators and management team.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality Service

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec. 103A	Offence relating to places where education and care is provided
Sec. 239	Register of family day care educators, coordinators and assistants
10	Meaning of actively working towards a qualification
30	Condition on service approval- family day care educator
84	Awareness of child protection law
119	Family day care Educator and family day care Educator Assistant to be at least 18 years old
124	Number of children who can be educated and care for – family day care educator
127	Family Day Care Educator Qualifications
136	First Aid Qualifications
143 (A)	Minimum requirements for a family day care educator
143 (B)	Ongoing management of family day care educators
153	Register of family day care educators, coordinators and educator assistants
163	Residents at family day care residence and family day care educator assistants to be fit and proper persons
168	Education and care services must have policies and procedures

169	Additional policies and procedures- family day care service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Assessment Approval and Re-assessment of Approved FDC Residences and Venue Policy Child Safe Environment Policy Child Protection Policy Emergency and Evacuation Policy Engagement and Registrations of FDC Educators Assistant Policy Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy Interactions with Children, Family and Staff Policy	Keeping a Register of Family Day Care Educators Policy Medical Conditions Policy Monitoring Support and Supervision of FDC Educators and Assistants Policy Provision of Information Assistance Training to Family Day Care Educators Policy Recruitment Policy Safe Transportation Policy Sleep and Rest Policy Staffing Arrangements Policy Visitors to the Family Day Care Residences Policy
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RELATED LEGISLATION

A New Tax System (Family Assistance) Act 1999

A New Tax System (Family Assistance) (Administration) Act 1999
Child Care Subsidy Minister's Rules 2017
Child Care Subsidy Secretary's Rules 2017
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Family Law Act 1975
Family Assistance Law - See all related legislation for Child Care Provider Handbook in Appendix G
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

PURPOSE

We aim to create and maintain a positive, professional and transparent approach to recruit, register and engage family day care educators to our Family Day Care Service.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants, children, families, and visitors of the Family Day Care Service.

IMPLEMENTATION

The Family Day Care Service will have a consistent process in the registration and engagement of family day care educators. Educators will come from a variety of backgrounds and life experiences, to reflect the diversity within our community, whilst adhering to all current Education and Care Services National Regulations and National Quality Standards.

Dalas family Day Care Service will use a variety of advertising methods to attract and recruit family day care educators, which may include paper based, electronic/social media and word of mouth. All potential educators are required to submit a written application stating relevant qualifications, interest, suitability and availability. We encourage opportunities to discuss our processes of recruiting, training and engagement of potential educators.

To be engaged or registered as a family day care educator, the applicant must:

- be at least 18 years of age
- hold a current Working with Children Check (WWCC) and Criminal history record check (or Police Check)
- hold a current approved first aid qualification
- have undertaken current approved anaphylaxis management training
- have undertaken current approved emergency asthma management training

- have, or are 'actively working towards' an approved Certificate III level of an early childhood education qualification
- hold insurance against public liability with a minimum cover of \$10,000,000
- be considered a fit and proper person to be providing education and care to children
- be a responsive and effective communicator
- have a deep understanding of the approved learning frameworks- *Belonging, Being and Becoming: The Early Years Learning Framework for Australia* and *Our Time Our Place: Framework for School Aged Care in Australia*

Approved Provider will:

ensure the Assessment of FDC educators, FDC educator assistants and persons residing at FDC residences policy and procedures are in place

- take reasonable steps to ensure that nominated supervisors, coordinators, FDC educators, FDC educator assistants, staff and volunteers follow the policy and procedures
 - ensure that the nominated supervisor/responsible person, coordinators and FDC educators are aware of their responsibilities for child protection law
 - ensure that unauthorised people, volunteers and visitors are not left alone with children
 - ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, FDC educators, FDC educator assistants, staff, volunteers and families, and available for inspection
- notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service's education and care of children or
 - significantly impact the family's ability to utilise the service.

Nominated Supervisor will:

ensure that regulatory responsibilities are met in relation to the assessment of FDC educators, FDC educator assistants and residents at the FDC residence

- implement procedures for the assessment of FDC educators, FDC educator assistants and FDC residents
 - carry out relevant checks of FDC educators, FDC educator assistants and FDC residents
 - ensure that coordinators are aware of practices that align with the procedures
 - ensure that FDC educators and FDC educator assistants are not registered until assessed as fit and proper through service procedures
- collect and verify relevant information to ascertain whether a person is fit and proper
- ensure unauthorised people, volunteers and visitors are not left alone with children.

Family Day Care Coordinators will:

inform FDC educators of their responsibilities in relation to the assessment of FDC educators, FDC educator assistants and persons residing at the FDC residence

- support FDC educators to meet their responsibilities in relation to the assessment
- where possible, use contact visits or other processes to assist with monitoring the presence of residents at the FDC residence
- inform the nominated supervisor/responsible person or approved provider of new residents at the FDC residence.

Educators should be expected to:

be aware of regulatory requirements

- keep up-to-date with any changes to the policy or procedures
- notify the approved provider of intention to have residents at the FDC residence
- notify the approved provider if their own child or any other resident turns 18 years old (providing enough notice to carry out relevant checks)
- ensure that residents, volunteers, visitors and unauthorised people are not left alone with children
- submit all documentation as required in the procedure.
- complete a written application to the Family Day Care Service
- participate in an interview with the approved provider or nominated person (coordinator, educational leader)
- provide requested documentation
- have adequate knowledge and understanding of the provision of education and care to children
- have knowledge and competence in ensuring the safety, health and wellbeing of all children being educated and cared for in their residence or approved venue
- have knowledge of child protection law and understand their responsibilities as mandatory reporters
- have the proposed residence or venue assessed and approved by the provider prior to commencement of providing education and care to children
- notify the provider of all family members residing in their residence including their names and dates of birth
- notify the approved provider if any person over 18 years of age is residing in the residence and provide a WWCC clearance check
- ensure to provide a smoke, drug and alcohol-free environment

- he prepared to allow coordinators to regularly visit their residence to assess safety and compliance and review the educational program
- have policies and procedures available at the residence or approved venue and be readily accessible by all educators, educator assistants, coordinators, volunteers and families and regulatory officers
- be prepared to self-assess their performance in delivering care and education to children in their care and plan for future improvements in their Quality Improvement Plan
- implement the services' policies and procedures
- abide by the Code of Conduct at all times
- Complete a minimum of 4 training sessions annually with our Service

Potential family day care educators may be:

- required to gain a medical clearance from a qualified medical practitioner, stating he/she is physically and/or mentally capable of the duties and requirements for work in family day care
- required to examine their own immunisation status in order to protect themselves and the children and families they work with
- required to have their vehicle checked by an authorised restraint fitter to check condition of seat belts, child restraints, tyres etc.

Approval of engagement or registration with the Family Day Care Service

The approved provider will review all information submitted by the applicant and assess whether they meet the assessment to be a 'fit and proper' person to provide education and care to children.

If the applicant is successful, they will receive a letter of offer to be registered or engaged by the service.

The educator will be provided with an extensive induction and orientation training. [This may be presented as online modules or small group training.]

Induction will provide information on:

- Legal requirements and obligations under the National Quality Framework
- Family Day Care administration requirements
 - service policies and procedures
 - legislation and guidelines
 - applying knowledge of Commonwealth and jurisdictional administrative requirements

- CCS and ACCS – fees
- legal requirements of record keeping- attendance records, visitor records, written authorisations
- Statement of Philosophy
- Family Day Care Service Handbook
- insurances
- information on small business management (including taxation requirements)
- employment terms and conditions, including the contractor payment arrangements
- schedule of fees and fee collection methods
- record keeping requirements
- process of assessing the suitability of the residence and ongoing assessment
- Working with Children Checks/criminal history checks
- National Quality Framework-
 - Education and Care Services National Law and Regulations
 - National Quality Standards
 - Assessment and Rating
- Early Childhood Australia Code of Ethics
- Provision of quality education and care to children
 - Early Years Learning Framework and My Time, Our Place Framework
 - Importance of play
 - educational program
 - observing and documenting children’s development
 - caring for children
 - inclusive environments
 - behaviour guidance
 - managing children’s health and safety
- Code of Conduct
- Child Safe Standards
- Methods of communicating with families
- Process of dealing with grievances and complaints
- Work Health and Safety
- Privacy and Confidentiality

Prior to any child being enrolled with the FDC educator, an assessment of the proposed residence must be completed to ensure it meets the service requirements.

We aim to build successful and professional partnerships between our Service and educators.

If potential family day care educators are dissatisfied with the engagement and registration process, they will be encouraged to use the grievance procedure.

See: Engagement and Registration of Family Day Care Educators Procedure below.

SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Community Child Care (CCC) *Being Clear about Roles and Responsibilities in Family Day Care*

Education Services Australia. (2012).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 2020).

Guide to the National Quality Standard. (2017).

National Quality Standard. (2018).

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS PROCEDURE

This procedure is to be followed in order to provide quality education and care for children and families within the Family Day Care Service. The approval, engagement and registration of a person as educator is subject to approval by the Service provider and their ability to demonstrate they are a fit and proper person as outlined in the Education and Care Services National Regulations.

1: Initial Contact

a) Gather information

- Personal details – name, address, date of birth and contact details
- Potential educator's:

- educational qualifications
- Working with Children Check/ Working with vulnerable people/ Record of criminal history check
- National Police Record Check
- Evidence of current approved First Aid qualification
- Evidence of current anaphylaxis management training
- Evidence of current emergency asthma management training
- Details of family or household members living in the residence, including the number and age of children
- Discuss educator's previous employment experiences, languages spoken at home, interests, suitability and availability

b) Provide the potential educator with the following information

- Overview of the Family Day Care Service
- Application process
- Qualification requirements
- Number of children approved to have at the service
- Roles and responsibilities of an educator
- Rate of pay
- Available support
- Ongoing professional learning
- Local government requirements

c) Induction and Orientation information to be sent to the applicant

- Induction letter
- Overview of Family Day Care
- Access to family day care policies and procedures
- Service Registration Application Form

1. **On receipt of the Service Registration Application form**, the Family Day Care Service will review the information to confirm if the applicant meets the legal requirements, philosophies and values of the service.

2. **If the applicant meets the Family Day Care Service's requirement** then the applicant will be required to complete all required documentation. (If the applicant does not meet the family day care service requirements, they will be advised via email.)
3. Reference checks to be completed of the applicant.
4. First interview and assessment conducted by panel.
5. First home risk assessment check- (glass, swimming pool/dam/pond, ventilation, toilets, laundry, nappy change facilities, resources and equipment)
6. Second home safety check- Assess educator's understanding of National Education and Care Services National Regulations; National Quality Standard; Learning Frameworks
7. **The Educator will be required to attend initial training and induction with the service** to ensure compliance with the service philosophy, Policies and Procedures, Health and Safety, Interactions with children, Communication with Families, Code of Ethics, The Education and Care Services National Regulations and the Law and The National Quality Standard.