

THE ENGAGEMENT OR REGISTRATION OF FAMILY DAY CARE EDUCATOR ASSISTANTS POLICY

Under specific circumstances, a family day care educator assistant, may assist the family day care educator in providing education and care to children as part of a Family Day Care Service. The family day care educator assistant must be approved and engaged by or registered by the approved provider and meet all relevant requirements of the National Law and National Regulations.

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 REGULATIONS	
Sec 103A	
Sec. 103A	Offence relating to places where education and care is provided as part of a family day care service
Sec. 164A	Offence relating to the education and care of children by family day care service
Sec. 269	Register of family day care educators, coordinators and assistants
84	Awareness of child protection law
119	Family day care Educators and Family day care Educator Assistant to be at least 18 years of age
124	Number of children who can be educated and care for – family day care educator
136	First aid qualifications
144	Family day care Educator Assistant
153	Register of family day care Educators, coordinators and Educator Assistants
154	Record of staff, family day care coordinators and family day care 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
 Curriculum Pedagogy and Education Policy
 Engagement and Registrations of FDC Educators Policy
 Keeping a Register of Family Day Care Educators Policy
 Monitoring Support and Supervision of FDC Educators and Assistants Policy
 Provision of Information Assistance Training to Family Day Care Educators Policy

Visitors to the Family Day care Residences Policy

PURPOSE

The Family Day Care Service aims to establish and maintain a constructive and professional approach in the engagement and registration of educator assistants.

SCOPE

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

IMPLEMENTATION

A family day care educator assistant may be engaged by or registered by the service, to assist family day care educators in providing education and care to children.

The Family Day Care Service will ensure:

- the approved provider approves the applicant as an educator assistant as part of a Family Day Care Service in the circumstances set out in National Regulations
- there is a clear and equitable registration process when engaging educator assistants
- educator assistants are provided with information about the service including employment requirements
- a register of educator assistants is maintained to ensure compliance with National Regulations
- educator assistants are provided with comprehensive training to ensure clear and concise understanding about their role and responsibilities at the service
- educator assistants have been provided with the Service's policies and procedures in order to maintain compliance and quality standards
- educator assistants are aware of individual children's details including allergies, routines, contact details of parents and carers and emergency details

- educator assistants have completed all required paperwork, including evidence of their personal details, copy of their current First Aid qualification; copy of current anaphylaxis and asthma management training and copy of their valid Working with Children Check.

The Family Day Care Service will ensure that educator assistants:

- are a minimum of 18 years of age
- have been deemed a fit and proper person to be in the company of children
- hold a current Working with Children Check (WWCC)
- hold a current first aid qualification
- have undertaken anaphylaxis management training
- have undertaken emergency asthma management training
- hold a current full driver's licence with 3rd party compulsory insurance if transporting children
- know how to install and use child car restraints according to manufacturer's instructions
- have knowledge of service's child protection policy
- have understanding of the Reportable Conduct Scheme
- have clear understanding of Education and Care National Regulations especially in relation to transportation of children; child protection, emergency procedures and first aid

The Family Day Care Service will maintain a register of family day care educator assistants approved by the service clearly recording:

- full name, address and date of birth of the approved FDC educator they will be assisting
- full name, address and date of birth of the educator assistant
- statement included about family day care service being a venue or a residence
- a record of the identifying number of the Working with Children Check and date that the check was sighted by the approved provider

Family day care educator assistant specific circumstances

An educator assistant must be approved and engaged by or registered by the approved provider to assist a family day care educator under specific circumstances.

- written consent must be provided by parents of each child being educated and cared for by the educator to the use of the family day care educator assistant in each specific circumstance.
- written consent must be provided to the approved provider

- in the event of an emergency, parents of each child must be notified as soon as possible by the family day care Educator, Educator Assistant or service representative.

Specific circumstances include:

- assisting the family day care educator as part of the Family Day Care service
- in the absence of the family day care educator, transporting a child between a residence or approved venue and school or another educator and care service or children's service or the child's home
- providing education and care to a child in emergency situations, including when the family day care educator may require urgent medical care or treatment
- providing education and care to a child while the family day care educator attends an appointment provided:
 - the absence is less than four hours
 - the approved provider has approved that absence and
 - parents have been provided notice of the absence

The Family Day Care educator will:

- notify families of their intention to use an educator assistant and request written authorisation/consent
- seek approval from the approved provider on each occasion to utilise educator assistant
- ensure the educator assistant is provided with a comprehensive induction to the residence
- ensure the educator assistant is made aware of any changes to children's medical needs or authorised persons to collect them- authorised nominees
- ensure the educator assistant is aware of:
 - policies and procedures
 - enrolment information (including authorised nominees)
 - location of first aid kit
 - location of emergency fire equipment
 - location of exits and evacuation plan
 - emergency phone numbers
 - emergency contact details of all children
 - individual children's medical management plans and emergency action plans
 - individual children's routines
 - procedures for the collection of children from the service
 - children's personal belongings- hats, backpacks, special toy

- administration procedures for collection of fees, absences, communication with families
- privacy and confidentiality (including use of own mobile phone)
- safe transportation of children policy and procedures

SOURCE:

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Australian Government Department of Education-*Child Care Provider Handbook*

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