



RELIEF STAFF POLICY

PURPOSE

Dalas Family Day Care Service aims to maintain continuity of education and care and abide by the Education and Care National Regulations and National Quality Standard by engaging quality relief approved Family Day Care educators to permit permanent educators temporarily close due to annual leave, sick leave or other approved leave.

Whenever possible, the Educator Assistant employed to assist the approved Family Day Care Educator will be engaged to provide relief education and care for children, however on some occasions, alternative care will be offered to families.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
10	Meaning of actively working towards a qualification
82	Tobacco, drug and alcohol-free environment
120	Educators who are under the age of 18 to be supervised
145	Staff Records

149	Volunteers and Students
168	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

Child Protection Policy Child Safe Environment Policy Code of Conduct Policy Enrolment policy Keeping a register of Family Day Care Educators, Coordinators and Educator Assistants Policy	Privacy and confidentiality policy Respect for Children Policy Recruitment Policy Interactions with Children Families and Staff Safe Transportation Policy Sleep and Rest Policy
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SCOPE

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

PURPOSE

Dalas Family Day Care is committed to be a child safe Early Education and Care Service and uphold the 10 Child Safe Standards as recommended by the National Office for Child Safety. Our recruitment and screening processes for permanent and relief staff play a vital role in protecting children from harm.

IMPLEMENTATION

Family Day Care educators may need to temporarily close their service due to annual leave, sick leave or other approved leave.

Our Service aims to ensure minimal disruption to the quality of education and care provided by our educators and will offer families access to alternative places when necessary.

THE FAMILY DAY CARE EDUCATOR WILL:

- advise the Nominated Supervisor/Coordinator that relief care is required- stating dates, reason and time
- notify the Family Day Care Service by email or writing of the intent to take holiday leave no less than four weeks before commencing a holiday
- notify parents that relief care will be required on the stated dates
- ensure parents complete a Parent Consent to Relief Care form
- provide opportunity (if possible) to meet with the relief FDC educator
- advise parents that relief care must be paid directly to the relief FDC educator
- ensure the relief FDC educator is aware of any medical requirements of children in care. advise the Coordinator/Responsible Person as soon as possible if they are unable to provide education and care to children on a particular day/week due to illness

THE APPROVED PROVIDER/COORDINATOR WILL:

- confirm and approve the required leave of the FDC educator
- ensure the relief FDC educator's approval and registration with the Service is current
- ensure the relief FDC educator's Public Liability Insurance is current and available to sight at all times
- ensure the relief FDC educator has completed an induction with the FDC service including
 - the FDC Services' policies and procedures
 - Code of Conduct

- roles and responsibilities including mandatory reporting and reportable conduct scheme
 - Child Safe Standards [as applicable in each state/territory]
 - emergency evacuation procedures
 - children's medical and/or dietary requirements [medical management plans]
 - privacy and confidentiality requirements
 - behaviour guidance strategies implemented
 - Work, Health and Safety
- ensure the relief FDC educator has proof of *actively working towards* at least an approved certificate III level education and care qualification (see: [ACECQA qualifications checker](#))
 - verify a current Working with Children Check; Vulnerable Person check or Police/Criminal Check (as per state/territory requirements)
 - ensure any other required qualification is valid - (CPR, First Aid, approved asthma management training, approved anaphylaxis management training, approved child protection training)
 - ensure emergency evacuation procedures are current
 - check relief FDC educator's vehicle safety certificate, inspection of child restraints, vehicle registration and insurance
 - check children's medical and/or dietary requirements and conditions
 - maintain the Family Day Care educator register
 - ensure maximum numbers of children in care do not exceed regulatory requirements
 - documented risk assessment has been completed and approved for the Relief FDC residence
 - risk assessment for transportation and/or excursions are completed and current
 - written parental permission is received for regular outings and regular transportation
 - provide support and guidance to the relief FDC educator as required

THE RELIEF FAMILY DAY CARE EDUCATOR WILL:

- confirm bookings with the Family Day Care Educator and directly with families
- provide an opportunity to meet with parents and children as a form of orientation to their residence prior to commencement of relief care
- ensure all required qualifications/training information is up to date and the Service management has relevant copies
- provide evidence of mandatory vaccination (including COVID-19 vaccinations or a medical contraindication certificate if required)
- ensure mandatory documentation is on display

- adhere to maximum numbers of children in care as per regulatory requirements
- maintain attendance records on arrival and departure
- submit required documentation to receive Child Care Subsidy
- adhere to Family Day Care Service policies and procedures at all times
- provide quality education and care to children as per National Quality Framework and align to the learning framework- Early Years Learning Framework (EYLF,) My Time Our Place (MTOP)
- document observations of children's learning and programming evidence
- ensure families have signed all required permission notes-
 - Relief educator permission/consent
 - excursion consent forms
 - regular transportation consent forms
 - regular outing consent forms
- not consume alcohol, tobacco or other drugs whilst educating or caring for children

SOURCE

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

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

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

Fair Work: <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time>

Guide to the National Quality Framework. (2017). (Amended 2020).

Guide to the National Quality Standard. (2017).

Karen Kearns. (2017). *The Business of Childcare* (4th Ed.).

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	August 2021	NEXT REVIEW DATE	August 2022
MODIFICATIONS	• additional regulations added • Child Safe Standards added		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
August 2020	New policy drafted for FDC services Policy purchased from child care desktop		August 2021