

THE PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FAMILY DAY CARE EDUCATORS' POLICY

Providing initial and ongoing contact, support and professional learning is critical to ensure educators within our Family Day Care Service deepen their understanding of early childhood education and care and develop and maintain professional satisfaction in their role as educator. We aim to develop a professional and trusting partnership with educators to support them provide a safe, stimulating and inclusive learning environment for children in their care. Collaboration and networking are critical to ensure educators in this unique education and care setting do not feel isolated or overwhelmed in their role.

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
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
136	First aid qualifications
143B	Ongoing management of family day care educators
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
178	Prescribed enrolment and other documents to be kept by family day care educator

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	Keeping a Register of Family Day Care Educators Policy
Child Safe Environment Policy	Monitoring Support and Supervision of FDC
Engagement or Registrations of FDC Educators Policy	Educators and Assistants Policy
Engagement or Registration of FDC Educator Assistants Policy	Professional Development Policy
	Visitors to the Family Day care Residences Policy

PURPOSE

Dalas Family Day Care Service is committed to supporting educators deliver quality education and care. We will ensure that all educators are provided and supported with opportunities for appropriate training and development to enhance their skills and knowledge in education and care.

SCOPE

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

IMPLEMENTATION

The *Education and Care Services National Regulations* required approved providers to ensure their services have policies and procedures in place in relation to providing information, assistance and training to FDC educators. To improve current practices, knowledge and skills in educating and caring for children, our Family Day Care Service ensures all educators ensure receive ongoing support and professional development. We ensure that all educators have, or are actively working towards, an approved Certificate III level of education and care qualification and support educators to continue to access appropriate professional learning as part of commitment for quality improvement.

Induction to the Family Day Care Service

The Approved Provider, Educational Leader/and or Coordinator will ensure all educators engaged or registered with the Family Day Care Service are provided with an extensive induction training (orientation) training. Dalas Family Day Care provides this through online modules or small group training. **This may be presented through online modules or small group training.**

Induction will cover a range of critical areas to ensure educators understand:

- their legal requirements and obligations under the National Quality Framework
- mandatory training requirements including:
 - approved First Aid certificate
 - approved anaphylaxis management training
 - approved emergency asthma management training
 - child protection training
 - reporting requirements under National Law and Regulations
- 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
- 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
 - child safe environment
- 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

Ongoing Professional Development and Training Opportunities

Ongoing professional learning contributes significantly to positive learning outcomes for children.

Our Family Day Care Service aims to provide access to relevant professional learning opportunities and ongoing support to meet the needs of each educator.

FDC educators are required to:

- undertake all required training
- actively participate in the service's professional development program
- set goals for their *professional development plan*

The Approved Provider, Nominated Supervisor, Coordinator will:

- provide initial and ongoing professional development to educators
- ensure all educators have a professional development plan as part of continuous improvement
- encourage educators to pursue further education to develop their skills in the education and care of children
- ensure educators have access to significant training supporting the approved learning frameworks- *Belonging, Being and Becoming: The Early Years Framework for Australia* and *My Time Our Place Framework for School Age Care in Australia*
- provide guidance in the development and implementation of educational programs in collaboration with the Educational Leader
- ensure educators are aware of current training that is available for face-to-face learning or through online modules with a range of providers
- ensure educators remain up to date with changes to the National Regulations and National Quality Standard requirements
- promote a professional learning community and foster a positive culture within the FDC Service
- provide additional resources and equipment to educators as required (toys library, books, professional resources)
- facilitate regular playgroup sessions for educators and children
- provide educators with essential training requirements working in accordance with the National Regulations
- assist educators develop risk assessments for excursions, transportation and emergency evacuation procedures
- align professional development with our Service philosophy
- provide regular home face-to-face visits by coordinators to support educators

Prescribed Records to be kept by Family Day Care Educator

Our ongoing support will ensure educators have been provided with information and support to develop processes for the effective maintenance, disposal and storage/display of prescribed records including:

- insurance documents (including public liability)
- Working with Children Check/criminal history record
- register of educators, educator assistant
- education qualifications of educator and educator assistant
- educator and assistant current first aid qualification
- educator and assistant current approved anaphylaxis management training
- educator and assistant current approved asthma management training
- incident, injury/accident, trauma and illness records
- medication records
- attendance records
- child's enrolment records
- court orders
- written authorisations for transportation, regular outings, excursions
- record of visitors to the FDC residence
- documentation of child assessments or evaluations for educational program
- assessment of educators, assistants and other persons residing at the FDC approved residence
- FDC service approval and rating
- service operation information
- health and safety, including attendance of a child at risk of anaphylaxis or the occurrence of an infectious disease

SOURCE:

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

ACECQA. (2021). Policy and procedure Guidelines. *Provision of information assistance and training to family day care educators.*

ACECQA (2017). *Family Day Care Compliance Guide.*

<https://www.acecqa.gov.au/sites/default/files/2019-06/FDC-ComplianceGuide-ApprovedProvider.pdf>

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

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)

Revised National Quality Standard. (2018)

REVIEW

POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2023
MODIFICATION	- Major re-write of policy- additional sections added: - Induction - Ongoing Professional Learning and Support - Prescribed Records to be kept		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
August 2020	Wording changes/additions and edits Policy developed to adhere to Family Day Care Service Modifications made to comply with changes to the National Quality Standard Policy purchased from Child Care Desk top		August 2021