

KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS AND ASSISTANTS POLICY

POLICY ADOPTED: August 2014

Policy Objective:

To create and maintain a register of Family Day Care educators and assistants in accordance with clause 153 of the Education and Care Services National Regulations 2011.

Policy Statement:

Bland Shire Children Services will ensure that the register is developed and maintained of Family Day Care Educators.

Relevant Legislation:

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010
- Australian Government Department of Education Employment and Workplace Relations Child Care
- Services Handbook 2011-2012

Definitions:

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Scheme.

Recommended Practices:

The register will include the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- The full name, address and date of birth of the Educator.
- The contact details of the Educator.
- The address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- The date that the Educator was engaged by, or registered with, the service.
- When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- The days and hours when the Educator will usually be providing education and care to children as part of the service.
- If the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- If the Educator is a Certified Supervisor, the number of the supervisor certificate and the date it was granted.
- Evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- Evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- Evidence of any other training completed by the Educator.
- If the Educator will be providing education and care to children in a jurisdiction with a working with children law or a working with vulnerable people law, a record of the identifying number of

the check conducted or card issued under that law and the expiry date of that check or card (if applicable).

- For each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- A record of the identifying number of the Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- The date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

References:

- Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
- Education and Care Services National Law Act 2010
- Australian Government Department of Education Employment and Workplace Relations Child Care
- Services Handbook 2011-2012
- Greater Hume Children’s Service: www.humechildrensservices.com.au, November 2012

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Corporate, Community and Development Services			
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Superseded Policy				
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Related Council Policy/Procedure