

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS

POLICY ADOPTED: 7 April 2021

Policy Objective:

To ensure guidelines for the recruitment and selection of Family Day Care Educators reflect a fair and equitable manner that works towards safe and quality outcomes for children and families.

Policy Statement:

The Bland/Temora Family Day Care Coordination Unit has a process whereby it selects Educators who are representative of the local community, who are able to meet and maintain the standards expected by the Scheme, the State and Federal Governments and the community.

Educators are an integral part of the Scheme, and as such, are expected to work with staff toward the efficient provision of care to meet the needs of children and their families. Educators are registered to provide care through the licensed organisational body, however are deemed to be self-employed and therefore are responsible for their own business practices, including Scheme and Legislative requirements.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011 Regulations 119, 136, 168

Definitions:

This policy applies to educators registered with Bland/Temora Family Day Care.

Recommended Practices:

Educator Recruitment

Prospective Educators will be provided with information regarding the recruitment process and individual's details will be placed on the Prospective Educator Expression of Interest register.

Criteria for Selection of Educators

- Educators selected need to be able to meet the requirements of the service in line with the Education and Care Services National Regulations, 2011 and Law 2010, Early Years Learning Framework, My Time Our Place and the National Quality Standards.
- The prospective Educator must be at least 18 years of age.
- Educator suitability in regard to knowledge, skills, previous experience, current qualification status (e.g. minimum Certificate III in Early Education and Care) and a willingness to participate in professional development.
- Applicant's agreement to reference checks.
- Applicants must agree to abide by all conditions as set out in the Educator Agreement.
- Applicants, other adult household members and regular visitors to the Educator's home must undergo a Working With Children Check.

- Applicants and other adult household members must undergo a Criminal Record check.
- Hold qualifications in an approved First Aid course including Anaphylaxis and Asthma prior to commencing.
- Assurance by the applicant to take out public liability insurance as per the Educator Agreement.
- Medical assessment conducted by a registered medical practitioner in line with the duty statement.
- Educators residence must meet the requirements of the Educator Workplace Safety Audit

Prospective educators are required to:

- Submit a written application for the position of educator, accompanied by copies of any relevant qualifications and other appropriate documentation as stated in the application. Once an application is received by the Nominated Supervisor, the application will be reviewed and if successful the applicant will be invited to an interview.
- Attend an interview which will be carried out with two (2) members of the Coordination Unit whereby the suitability of the candidate will be determined.
- Provide the contact details of two (2) referees which will be checked.
- Provide the Coordination Unit with a copy of a current Police Check for themselves and any persons over the age of 18 residing at their home.
- Provide an approved First Aid qualification including Anaphylaxis and Asthma.
- Hold or be working towards a Certificate III in Early Education and Care (Children Services).
- Be a fit and proper person to provide a family day care service.
- Be physically and emotionally able to care for young children, including having a medical assessment completed by a doctor.
- Complete training modules as required by the service as part of the induction process.
- Have an appropriate understanding of young children's needs and development, including:
 - The individual differences between children.
 - Activities that stimulate a child's growth and development.
 - Nutrition, health, hygiene and safety.
 - Behaviour management.
- Be responsive to children.
- Be able to communicate effectively with adults.
- Be aware of and sensitive to the needs of young children and their families, including children from a range of cultures and religions and children with additional needs.
- Ensure that their home complies with the Educator Workplace Safety Audit and is adequate for the provision of the service.
- Be prepared to allow Coordination Unit staff to inspect their home during the normal hours in which they operate their service.
- Be prepared to sign an agreement with the service, stating their obligations as an educator and as a member of the Bland/Temora Family Day Care service.
- Have an attitude and commitment to the aims of the Scheme which reflects the philosophy and aims of the Service.
- Be prepared to abide by the policies and procedures of the Scheme and the Education and Care Services Regulations and the Children Education and Care Services National Law.
- Be prepared to abide by the Code of Conduct at all times.
- Attend training sessions arranged by the scheme as part of their induction process.

Rejection of Application

An application may be rejected for reasons which include, but will not be limited to, the following:

- Inadequate qualifications for the role.
- Unsatisfactory character and/or reputation of the applicant or household members.
- References unavailable or unfavourable.
- Unsatisfactory Working with Children Check of applicant or household members.
- Unsatisfactory Police Record of applicant or household members.
- Unsatisfactory Educator Workplace Safety Audit and/or risk assessment of the applicant's home.
- Unsatisfactory medical report.
- Inability to demonstrate the capacity to supervise and care for the children adequately.
- Refusal by Prospective Educator to comply with an obligation within Scheme and Legislative requirements.

A Prospective Educator that disagrees with the decision of the Coordination Unit may appeal this decision to Bland Shire Council in writing stating the reasons for appeal.

Assessment of the Prospective Educators Premises

A preliminary Educator Workplace Safety Audit is conducted by Coordination Unit staff and recommendations made for improvement prior to the registration of an Educator.

A final Educator Workplace Safety Audit will be carried out prior to registration ensuring the environment meets Education and Care Services National Regulation and the National Quality Standards.

Registration of Educator

Upon completion of the Educator training and Educator Workplace Safety Audit, successful applicants will become registered with Bland/Temora Family Day Care. Applicants will be notified by telephone and in writing.

Upon registration, the Coordination Unit will:

- Ensure all legislative requirements are documented at the Coordination Unit and placed on the Educator register;
- Issue formal letter of acceptance and Certificate of Educator Probationary Registration;
- Provide weekly support to the Educator over four weeks on initial setup, thereon ongoing;

A probation period of **6 months** will apply to new Educators. Failure to comply to National legislation or scheme policies and procedures or the failure to undertake professional practices within the service can result in cancellation of registration.

Educators will:

- Operate their Family Day Care business as a self-employed operator once registered with the service;
- Adhere to National and State Regulations and Laws and Bland/Temora Family Day Care Code of Conduct, Policies and Procedures at all times;
- Ensure Public Liability insurance remains current whilst service is in operation;
- carry out all administrative tasks as specified in relation to their Service so as to adhere to both Federal and State Government Departmental regulations.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010
 Education and Care Services National Regulations 2011
 Early Years Learning Framework – Belonging Being Becoming (2009)
 My Time Our Place – Framework for School Aged Care in Australia (2019)
 Office of the Children’s Guardian

Appendices:

Family Day Care Educator Application Form

Authorisation:

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| Status | Committee | N/A | |
| | Manex | N/A | |
| Owner | Director of Corporate and Community Services | | |
| EDRMS Doc. ID | 365485 | | |
| Superceded Policy | Carer Selection | | |
| Date of Adoption/ Amendment | Revision Number | Minute Number | Review Date |
| 16 October 2012 | 0 | 23102012 | May 2014 |
| 17 June 2014 | 1 | 12062014 | May 2016 |
| 6 November 2018 | 2 | | November 2020 |
| 7 April 2021 | 3 | | April 2023 |
| Related Council Policy / Procedure | | | |
| Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at the FDC Residences | | | |
| Assessment, Approval and Reassessment of Family Day Care Residences and Approved FDC Venues | | | |
| Child Protection | | | |
| Visitors to Family Day Care Residences and Venues | | | |
| Confidentiality | | | |
| Termination of Educator Agreement | | | |
| Keeping a Register of FDC Educators, Educator Assistants and Persons Residing at FDC Residences | | | |