

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE ASSISTANTS

POLICY ADOPTED: 7 April 2021

Policy Objective:

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educator Assistants, if required.

Policy Statement:

An Assistant Educator may be an adult who lives with the primary Educator or another approved person known to the primary Educator. Bland/Temora Family Day Care Service must approve all Educator Assistants. A registered Assistant Educator may be engaged only as allowed for under National Regulation 144.

Engagement of a Family Day Care Educator Assistant will only be considered on a case by case basis at the Nominated Supervisor's discretion.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011 Regulations 144, 168

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Family Day Care Assistant: is a person engaged by or registered with a family day care service to assist family day care Educators.

Recommended Practices:

An Educator Assistant will not be approved by Bland/Temora Family Day Care unless;

- The FDC Educator Assistant is only used in the circumstances as listed in the Education and Care Services National Regulations 2011, regulation 144 (3).
- The primary Educator provides the written consent of the parents of all children who will be in care of the proposed Educator Assistant.
- Registration of an Assistant Educator is approved by the Nominated Supervisor and an Educator Assistant Agreement is signed annually.
- Family Day Care Educator Assistants engaged by or registered with the service have attained the age of 18 years.
- Educator Assistants provide a current Criminal Record Check (every 3 years) and a current Working with Children Check (every 5 years).
- Educator Assistant hold a current first aid qualification and have undertaken current approved anaphylaxis management training and approved emergency asthma management training.

- The Educator Assistant has undertaken an induction training session with the Coordination Unit.
- The primary Educator confirms with their insurer that the Educator Assistant is covered under the primary Educator's Public Liability Insurance Policy.
- The Coordination Unit staff are notified whenever the primary Educator is not available and is engaging the Educator Assistant.

An Educator Assistant can only be used for the following reasons (regulation 144):

- Transporting a child between the approved Family Day Care residence and school, another education and care service or the child's home.
- In an emergency situation, including when the Educator needs urgent medical care or treatment.
- If the Educator must attend an appointment (other than a non-regular appointment) providing the absence is less than four (4) hours and the FDC service has approved the absence and notice of the absence has been given to parents.
- To provide assistance to the Educator while they are educating and caring for children as part of Bland/Temora Family Day Care.

Child and Educator ratios

Early Education and Care regulations must be adhered to when an Educator and an Educator Assistant are working together in the one residence.

As per regulation 124(3)

- No more than 7 children can be educated and cared for as part of a family day care service at a family day care residence or an approved family day care venue at any one time.

Therefore, although two educators are working in the residence, the maximum of 7 children in care (maximum of 4 children under 5 years), must be maintained at all times.

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

Office of the Children's Guardian

Appendices:

Educator Assistant Agreement

Authorisation:

Status	Committee	N/A
	Manex	N/A
Owner	Director of Corporate and Community Services	
EDRMS Doc. ID	370809	
Superseded Policy		

Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
11 December 2012	0	15122012	May 2014
17 June 2014	1	12062014	May 2016
6 November 2018	2		December 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 Family Day Care Residences			
Assessment, Approval and Reassessment of Family Day Care Residences & Approved FDC Venues			
Child Protection			
Visitors to Family Day Care Residences and Venues			