



POLICY STATEMENT Children Services Unit

FIT AND PROPER ASSESSMENT OF FDC EDUCATORS, EDUCATOR ASSISTANTS AND PERSONS RESIDING AT FDC RESIDENCES

POLICY ADOPTED: 7 April 2021

Policy Objective:

To ensure the rights of all children to be safe and protected are upheld by the engagement of fit and proper persons.

Policy Statement:

Bland/Temora Family Day Care aims to ensure the safety, welfare and wellbeing of children is maintained through continuous assessment that determines if an Educator, Educator Assistant and persons residing at a Family Day Care residence is a fit and proper person.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011

Definitions:

This policy applies to Educators and Educator Assistants registered with the Bland/Temora Family Day Care. This policy also applies to persons over 18 living in the home of family day care educators.

Responsibilities:

The Coordination Unit will ensure that:

- Educators, Educator Assistants and persons residing on the premises are fit and proper by certifying that Working with Children Checks are carried out.
- Educators, Educator Assistants and all household members over the age of 18 years undergo a Police Check, and provide a copy to the Coordination Unit.
- Educators and Educator Assistants hold a current First Aid Certificate, Asthma and Anaphylaxis Certificates.
- Educators hold or be actively working towards a minimum of a Certificate III in Early Education and Care (Children Services).
- Any person residing at the residence who is turning 18 years of age, provides a Working with Children Check and the Coordination Unit validates this, recording the details.
- Educators complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Educators and Educator Assistants understand their responsibilities in relation to the service's Child Protection policy.

Educators will:

- Provide information requested in relation to this policy to the Coordination Unit in a timely manner.
- Advise the Coordination Unit, in writing, of any changes to residents or persons intending to reside who are over the age of 18 years.
- Complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Read and understand responsibilities under the service Child Protection policy and sign to acknowledge this.

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:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
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Superseded Policy	Carer Selection		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
6 November 2018	1		November 2020
7 April 2021	2		April 2023
Related Council Policy / Procedure			
Engagement and Registration of FDC Educators			
Engagement and Registration of FDC Assistants			
Keeping a Register of FDC Educators and Assistants			